

Request Form for Use of Facilities

First United Methodist Church of Lombard

155 S. Main Street | Lombard, IL 60148

(630) 627-2508

Date of Use _____ Time (Start & End) _____

Organization _____

Nature of Activity _____

Requested Room or Area _____

Set-Up of Facility (Be Specific) _____

Approximate Number of Participants: _____

Applicant's Information

Name _____ Phone _____

Street Address _____

City, State Zip _____

Contact Person's Information (if different than applicant)

Name _____ Phone _____

I hereby assume the responsibility for any damages incurred in the use of the above facilities. I understand that The First United Methodist Church of Lombard assumes no liability for injuries of persons using the church facilities in conjunction with our organization/function. I also understand the church is a **Non-Smoking facility** and **alcoholic beverages are prohibited**. A certificate of insurance or other acceptable evidence of liability insurance shall be provided to the church prior to use.

I have a copy of and understand the lock-up and emergency info sheet (back side of this form)

Signature of Applicant

Date

Board of Trustees

Approved / Denied _____

(circle one)

Trustee

Date

Donation: _____

Lock Up Procedure

It will be the responsibility of the last user group to leave the building to make sure all of the outside doors are locked and secure. In addition, all the inside lights shall be turned off. If your group is not the last to leave the building, communicate with the other group(s) that you are leaving and the doors and lights will be their responsibility. *Various hall lights will remain on at all times and are not controlled with a switch.*

Emergency Equipment Locations

First Aid Kits:

- Fellowship Hall (Lower Level)
- Parlor Kitchen (Near Office)

Fire Extinguishers are located through the building on ALL LEVELS

In the event of an Emergency

Dial 911

Give Dispatch the following information:

Address

First United Methodist Church of Lombard
155 S. Main Street, Lombard

Nearest Intersection

Northeast Corner of Maple Street and Main Street

Church Personnel

When an issue arises, call the following people in the order listed:

Dennis Subach	(630) 932-7207
Larry Campbell	(847) 337-1307
Ron Lohman	(708) 533-7282

We are pleased that we can offer you the use of our fine facility. In turn, we ask that you leave it in the condition you found it in. Your help and cooperation will allow us to continue to be able to offer the use of our facility to your group and others.

Thank you, in advance.

Board of Trustees