

BUILDING USE APPLICATION/AGREEMENT

DIXON UNITED METHODIST CHURCH
209 North Jefferson Street
Dixon, CA 95620

Telephone: 707-678-2191
Email: dixonumc@att.net

On behalf of _____
Event/Organization/Person

I, _____,
Name

Address Telephone & Email

request my group be allowed to use the following Dixon United Methodist Church facilities:

Date: _____ Time: _____

Ours is a non-profit organization. We expect approximately _____ attendees, and we will be charging an admission fee of \$ _____ per person.

Please provide the following rooms, special equipment, or furniture for our use:

I hereby acknowledge, on behalf of my organization, receipt of a copy of the Dixon United Methodist Church **Building Insurance Requirements, Use Policy, Church Rules and Donation Schedule**. I agree, on behalf of my organization, to abide by all rules and requirements and to include advance payment of our donation.

A copy of the Certification of Insurance will be provided prior to use of the facilities.

Signature Date

Pastor: I recommend the request be approved _____ or disapproved _____
Board of Trustees: Request approved _____ or disapproved _____ Date: _____

Donation Collection & Insurance Verification

I certify that on _____, I received from _____,
Date Name

a donation in the form of, (cash or check), in the amount of _____.

I further certify that on _____, I was provided a copy of a Certification of Insurance, which names DUMC as a "Lessor-Insured" and provides liability coverage in the amount of **One million dollars** and I have filed this document with the Board of Trustees.

Signature