

**West Newton United Methodist Church  
Liability Waiver**

We are happy to allow your group the usage of our facility for your event. Your signature below denotes that you have read the policy and will abide by the agreement.

I/We agree that in lieu of a specified rental fee, an offering will be made to the church prior to or no later than the specified date of the event.

I / We agree to be held responsible for any and all damages done while using WNUMC's facility during \_\_\_\_\_ day of \_\_\_\_\_ month of 20\_\_\_\_.

One hour prior to the event, there will be a required facility walk through with a member of the church to visualize and note any prior damages to the building. This document will need to be signed by a group leader and church member.

**Cleaning Procedure:**

\_\_\_\_\_ I/We agree to pay an additional \$75.00 fee for cleaning of the facility after the event.

\_\_\_\_\_ I/We agree to be personally responsible for the cleaning of the facility after our event. If choosing this option, I/We agree to complete the following checklist:

**Cleaning Check List:**

- All Trash cans emptied into outside dumpster \_\_\_\_\_
- New trash bags replaced in the cans \_\_\_\_\_
- Any dishes must be cleaned and stored \_\_\_\_\_
- Floors swept or mopped if needed \_\_\_\_\_
- Remove any leftover food or property brought into the church \_\_\_\_\_
- Remote controls returned to their proper place \_\_\_\_\_
- Tables and chairs returned to original position \_\_\_\_\_
- All lights turned off \_\_\_\_\_

**Group representative must call church representative prior to the end of the event, to return to the building for lock-up.**

Church representative \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Was the Church clean and free of damage prior to event?      **Yes**   or   **No**  
If not list damages or messes:

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Group Representative Signature \_\_\_\_\_

Date: \_\_\_\_\_

Church Representative Signature \_\_\_\_\_

Date: \_\_\_\_\_