

# Lake Deaton United Methodist Church

External Event Request Form – 2025 Edition

(For use by outside organizations and partners renting Lake Deaton facilities)

✉ Submit completed form to: **Events@LakeDeatonUMC.com**

🕒 Submission deadline: At least 4 weeks prior to requested event date.

Completing this form does not constitute approval. You will receive confirmation once the request is reviewed and approved.

## 1. Event Information

Event Title: \_\_\_\_\_ Organization/Group Name: \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Day of Week: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Age Group: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Type of Event:  Community  Private  Faith-Based  Educational  Other \_\_\_\_\_

## 2. Registration & Admission

How will participants register?

Online registration  Sign-up sheet  Ticket sales  Walk-ins  Other

If tickets are sold, cost per person: \$ \_\_\_\_\_ Registration begins: \_\_\_\_\_ Registration Ends: \_\_\_\_\_

### 3. Facility & Setup Requirements/Rooms Requested (check all that apply):

Christian Life Center  CR-1  CR-2  CR-4  CR-5/6  Lobby  Gathering Area

Connect Desk  Sobre Mesa Café  Kitchen  Outside Area (Specify) \_\_\_\_\_

Set-up style  Theater  Banquet  Classroom  Circle

Other: \_\_\_\_\_

Tables and Chairs Needed: \_\_\_\_\_

Special Requests or Notes: \_\_\_\_\_

### 4. Hospitality Options

If you wish to include beverages or light refreshments, please indicate below.

Final pricing and availability will be confirmed upon approval. (see attached pricing).

Request SobreMesa Café service (availability not guaranteed)

### 5. Technology & Media

Please indicate your anticipated technology needs. Our staff will review your request and contact you if additional details are needed

Sound System  Microphones  Lighting  Projection  Video Playback  WiFi Access  
 Livestream/Recording Request  Other \_\_\_\_\_

No equipment may be removed from church property.

### 6. Promotion (Only for Church-Approved Collaborative Events)

If your event is co-sponsored by Lake Deaton UMC and you would like limited promotion through church channels, please indicate below. Requests are subject to approval and scheduling availability.

Church Website  Lake Deaton Happenings Newsletter  Pre-Service Slide  Social Media

Short Event Blurb (100 words max): \_\_\_\_\_

\_\_\_\_\_

Date to Begin Promotion: \_\_\_\_\_ End Date: \_\_\_\_\_

### 7. Financial Summary (see attached pricing)

Item / Description	Estimated Cost
Facility Rental Fee:	\$ _____
Hospitality / Supplies	\$ _____
Technology Support	\$ _____
Total Estimated Cost:	\$ _____

Deposit Amount (If Applicable): \$ \_\_\_\_\_ Due Date: \_\_\_\_\_

Payment Method:  Check (payable to Lake Deaton UMC)  Online link (provided after approval)

## 8. Acknowledgment & Agreement

By signing below, I acknowledge that I have read and agree to the terms outlined in Lake Deaton UMC's Facility Use Policy and the Waiver & Release of Liability (addendum). I understand that submission of this form does not guarantee approval and that Lake Deaton UMC reserves the right to deny any request. We are an alcohol and smoke free facility.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

### Office Use Only

Approved  Declined

Approval Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

Notes: \_\_\_\_\_

### Submission Checklist

Before sending to Events@LakeDeatonUMC.com, please ensure:

- All fields are complete
- Dates and times confirmed
- Waiver & Release of liability attached
- Fee Sheet
- Deposit (if applicable)

Lake Deaton United Methodist Church  
6500 Wesleyan Way, Wildwood, FL 34785  
(352) 571-4665 [www.LakeDeatonUMC.com](http://www.LakeDeatonUMC.com)

Additional requirement(s)/Information to aid committee in decision-making process.

I understand that Lake Deaton UMC is an Alcohol and Smoke Free Campus.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon completion and submission of this form, LDUMC will review your request and advise you of its decision. The pastor or director of the ministry sponsoring an event must sign this form.

If approved, any outside entities working in partnership with the ministry requesting use of the facility must produce a Certificate of Insurance that provides evidence of Comprehensive General Liability insurance with limits of not less than \$1,000,000 per occurrence, and names specifically Lake Deaton UMC as an additional insured on its general liability policy for any and all claims related to or arising from the facility. This Certificate will be required at the time the contract is signed.

For those entities who do not have a certificate of insurance, participants will be required to sign a waiver -release of liability prior to rehearsing/performing at LDUMC. Failure to sign the waiver will exclude that performer from participating at LDUMC.

# Waiver and Release of Liability

In consideration of the risk of injury while participating in \_\_\_\_\_ (the "Activity"), and as consideration for the right to participate in the Activity, I hereby, for myself, my heirs, executors, administrators, assigned, our personal representatives, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of my participation in the Activity, and do hereby release and forever discharge Lake Deaton United Methodist Church, located at 6500 Wesleyan Way, Wildwood, FL, their members, staff, volunteers or representatives, for any physical or psychological injury, including but not limited to illness, paralysis, death, damages, economical or emotional loss, that I may suffer as a direct result of my participation in the aforementioned Activity, including traveling to and from an event related to this Activity.

I agree to indemnify and hold harmless Lake Deaton United Methodist Church against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs, if litigation arises pursuant to any claims made by me or by anyone else acting on my behalf. If Lake Deaton United Methodist Church incurs any of these types of expenses, I \_\_\_\_\_, agree to reimburse Lake Deaton United Method Church.

I acknowledge that I have carefully read this "waiver and release" and fully understand that it is a release of liability. I expressly agree to release and discharge Lake Deaton United Methodist Church and all of its members, staff, volunteers or representatives, from any and all claims or causes of action and I agree to voluntarily give up or waive any right that I otherwise have to bring a legal action against Lake Deaton United Methodist Church for personal injury or property damage.

In the event that I should require medical care or treatment, I agree to be financially responsible for any costs incurred as a result of such treatment.

I, the undersigned participant, affirm that I am of the age of 18 years or older, and that I am freely signing this agreement. I certify that I have read this agreement, that I fully understand its content and that this release cannot be modified orally. I am aware that this is a release of liability and a contract and that I am signing it of my own free will.

Participant's Name:

Participant's Address:

Signature:

Date:

Lake Deaton United Methodist Church  
External Facility Use Fee Structure for 2024

<b>CLC/ Sanctuary</b>	<b>Standard Cost (up to 5 hours)</b>	<b>Each Additional Hour</b>
<ul style="list-style-type: none"> <li>• Theatre style (seats 610)</li> <li>• Banquet style (tables &amp; chairs)</li> </ul>	<p style="text-align: center;">\$200</p> <p style="text-align: center;">\$300</p>	<p style="text-align: center;">\$40</p> <p style="text-align: center;">\$60</p>
Facilities staff on site	\$100	\$20
Sound (microphone)	\$125	\$25
Camera/Video	\$125	\$25
Lighting	\$125	\$25

<b>Classrooms</b>	<b>Up to 5 hours</b>	<b>Each Additional Hour</b>
<ul style="list-style-type: none"> <li>• CR1 – 30 people</li> <li>• CR2 – 20 people</li> <li>• CR3 – 30 people</li> <li>• CR4 – 40 people</li> <li>• CR5/6 – 60 people               <ul style="list-style-type: none"> <li>○ 2 classrooms</li> </ul> </li> </ul>	<p style="text-align: center;">\$100</p> <p style="text-align: center;">\$100</p> <p style="text-align: center;">\$100</p> <p style="text-align: center;">\$100</p> <p style="text-align: center;">\$200</p>	<p style="text-align: center;">\$20</p>
Microphone set up	\$25	
Facilities Staff	\$100	\$20

<b>Traffic Control</b> (events over 300 participants)	\$60/hr for min of 3 hours (rates to change based on Sumter County Sheriff rates)
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\*Trustees may require additional fees or adjustments depending on the event.

