

[Name of Church] Facilities Request Form

[Name of Church], a non-profit, private and religious institution, makes its facilities available to the public when possible. This document is intended to serve as an agreement between the organization/individual requesting use of the facilities and the church to ensure the protection of property and the church itself.

General Guidelines and Requirements:

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.
3. Users of the church facilities agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of the church facilities are subject to approval by [Enter Name of Church].
5. The church reserves the right to schedule other activities and events in other parts of the church facilities.

Additional Requirements and Restrictions

1. Those using [Enter Name of Church] facilities agree to release, protect, defend, indemnify and hold harmless [Enter Name of Church] and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any of [Enter Name of Church] facilities.
2. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Board of Trustees or their designee and shall pay the church for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
4. The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.
5. Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities.
7. The use of tobacco products, alcoholic beverages or drugs is strictly prohibited on church premises.
8. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts the Anglican Church in North America's mission or principles.

This policy is applicable to use of the church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval.

[Name of Church] Facilities Request Form

Group/Organization _____ Today's Date _____

Event Coordinator _____

Phone # Coordinator _____

Email for Coordinator _____

Facility spaces requested (include all spaces that apply):

Event Name _____

Organizing Group: _____ Event Date(s) _____

Set-up time _____ Expected attendance _____

Type of Event _____

Event beginning time _____ Ending Time _____

Participants Adults ____ Youth ____ Children ____ Family ____

Describe this event:

Equipment needs - group is responsible for setting-up, clean-up and re-setting the facility according to directions given.

____(initial) *If the facility is not re-set properly, there will be a fee of \$50 charged.*

____(initial) *Any movement of the piano will result in \$50 retuning fee.*

____(initial) *Organizer has read & received the guidelines for facilities use.*

Keys need to be checked out before? Yes _____ No _____

Signature of person checking out key _____

FOR OFFICE USE

Approved? Yes _____ No _____ Approved by _____

Notes on requested space (for internal use; Any areas already in need of repair prior to rental? Any additional information helpful to know prior to inspection following event?):

Space inspected following event by: _____

Date: _____

Notes:

Usage Fee Charged \$ _____

Deposit Received \$ _____

Balance \$ _____
