

FACILITIES USE REQUEST FORM

Organization: _____

Contact Person: _____

Address: _____

Phone Number: _____ Email Address: _____

Date(s) Requested: _____ Time Requested: _____

Purpose of Use and Type of Activities: _____

Space Requested:

Original Facilities

- Classroom 1&2 Classroom D3 Classroom D4 Classroom D5
 Youth Room Downstairs Kitchen Downstairs Fellowship Hall
 Sanctuary

Education Facilities

- Upstairs Fellowship Hall Upstairs Kitchen Upstairs Classrooms _____

Outside Grounds ONLY

Number of Persons Expected: _____ Expected Duration (in hrs): _____

Is this request for one-time use? Regular use?

Key required? YES NO Custodial Fee: \$100 Usage Fee: \$ _____

The undersigned states that he/she has been informed of the guidelines for use at St. Andrew Presbyterian Church facilities and that the use of these facilities will be in accordance with this application. The undersigned further accepts responsibility for damage to church property caused by such use and for prompt and proper settlement of claims for such damage.

Requestor _____ Date _____ Church Representative _____ Date _____

INDEMNIFICATION AGREEMENT

St. Andrew Presbyterian Church of Purcellville, VA, grants to _____ the use of certain facilities of the Church. The undersigned (if more than one, jointly or severally), hereby agree to indemnify and hold harmless St. Andrew Presbyterian Church, all members, and employees thereof from any and all claims, causes of action, demands, suits or actions at law and in equity for any loss or personal injury suffered (or received by any person) arising out of (or occurring during) the use of any facilities owned or maintained by St. Andrew Presbyterian Church.

Requestor _____ Date _____ Church Representative _____ Date _____

Comments: _____

