

Request for Church Facility Use



Approved October 19, 2015

Revised September 14, 2015

Name of Organization _____

Group Size _____ Age Range _____

*Meeting Date(s) _____ Meeting Time(s) Begin _____ End _____ (by 9:00 PM)

Type of Event _____ Requested Room(s) _____

Do you have liability insurance for this event? _____

Equipment requested _____ Setup Requested _____

Donation _____ Fee _____ Stipend _____ **Total** _____

This form will take one week to process after it has been returned

This form will take two weeks to process for long term events

AGREEMENT

I/We AGREE to all rules and regulations as outlined on the attached pages. I/We also agree that any damage caused by our use of the Church and its property will be repaired at our expense to the complete satisfaction of Church of the Apostles' Property Commission. I/We agree to assume all responsibility for damage claims of liability of any kind arising from the use of the church facilities and to hold the church harmless from any claims, liability, expense, or cost connected with this use of the church facilities.

Please Print Name and Title of Authorized Representative

Date

Signature

Address

Phone

Fax

Email Address

Please Note: Due to any unexpected funeral services, the date of the event may have to be rescheduled. Please submit the completed form to the church office **Attn: Facility Request**. **Please be sure to have your check for the discussed amount reach the church office no later than one week before the event date.** Please make checks payable to: **Church of the Apostles**. Thank you!

This agreement may be broken by either party at any time with a 30-day notice.

Request approved by:

1. Scheduling _____ Date _____
Member Services Coordinator
2. Logistics _____ Date _____
Property Manager
3. Insurance _____ Date _____
Property/Stewardship Chairperson
4. Sanctuary use _____ Date _____
Music Director
5. Kitchen use _____ Date _____
Parish Life Chairperson
6. Vision and Values _____ Date _____
Pastor

PLEASE COMPLETE AND RETURN THIS FORM TO:

*Church of the Apostles
1850 Marietta Avenue, Lancaster, PA. 17603
717-392-5718*Fax 717-392-6470*www.apostlesucc.org*

This packet includes:

*2 page Request for Church Facility Use form
4 pages policy and procedure (404 Use of Facilities)
1 page Rental Fee Schedule*