

# 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: