



FEDERATED CHURCH APPLICATION FOR CHURCH USE



Group Name:	Application Date:
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Single Event - Date of Event: ___/___/____
MM DD YEAR

Recurring use of specific rooms/areas for regularly scheduled program

Times Facilities Required: From: _____ AM / PM To: _____ AM / PM

(Circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Specific Date(s) Required: _____

Contact Person: _____ Phone #: _____

E-Mail: _____

ROOM(S) REQUESTED (CHECK ALL THAT APPLY):

SANCTUARY		FELLOWSHIP HALL		KITCHEN	
GYM		LIBRARY		ED CENTER ROOM	

EQUIPMENT REQUESTED:

EASEL		PROJECTION SCREEN		CHALK/WHITE BOARD	
PIANO		P.A. SYSTEM		PROJECTOR	
CHAIRS #		TABLES #			

TABLES AND CHAIRS TO BE ARRANGED IN: ___ ROWS ___ CIRCLE ___ SEMI-CIRCLE

RECREATIONAL EQUIPMENT: _____

OTHER:

NOTE: ADDITIONAL FEES MAY APPLY FOR THE USE OF EQUIPMENT.

FEDERATED CHURCH HOLD HARMLESS AGREEMENT

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against Federated Church as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless Federated Church and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guest, employees, and agents pursuant to this application. Further, **the user group will provide a certificate of liability insurance in the amount of at least \$500,000, naming Federated Church as an additional insured.**

We have read and agree to comply with the "Federated Church Facilities and Equipment Usage Policy."

Printed Name and Signature of Applicant: _____

Address: _____ Phone #: _____

FOR OFFICE USE ONLY

Approved: Yes No Approved by: _____

Date of Approval: _____

Rooms/areas to be used: _____

Donations/Fees Paid \$ _____ Receipt No.: _____

Note: Copy to be given to applicant after approval. GROUP SPONSOR MUST HAVE IN HIS/HER POSSESSION, A COPY OF THE APPROVED APPLICATION AT ALL TIMES WHEN USING THE FACILITY.