



Village Church Facility Use Application

Organization Name: _____

Website: _____

Organization's Mailing Address: _____

Brief Description of Organization: _____

Date of Application: _____

Description of event: _____

Size of Group _____ Area/room Requested: _____

Single Event Date: _____

a) Arrival Time (for set up) _____ Event Start Time: _____

b) Event Ending Time: _____ Departure Time: (after clean-up) _____

Recurring Event: List dates or recurring day/frequency _____

a) Arrival Time (for set up) _____ Event Start Time: _____

b) Event Ending Time: _____ Departure Time: (after clean-up) _____

On-Site Supervisor

As the undersigned, I acknowledge that I am duly authorized as the On-Site Supervisor for my organization to enter into this agreement, that I have read and fully understand this agreement, that I warrant that all the statements I have made above are true, that I understand that I may be held personally liable for any costs incurred to repair or replace any damaged property, beyond the forfeited damage deposit.

Damage Deposit

A \$100 Damage Deposit is due with the completed application. The Damage Deposit will be refunded following the event. *At its discretion, in certain situations the church reserves the right to ask for a damage deposit higher than \$100.*

Cancellation Policy:

Notice of cancellation must be received in the church office at least 48 hours before the event for full refund of fees or damage deposit. Less than 48-hour notice will result in a return of 50% of facility usage fees or damage deposit.

Village Presbyterian Church reserves the right to cancel any event with 48-hour notice; in case of emergency or for reasons beyond the church's control, cancellation may be with less than 48-hour notice. A full refund will be returned.

The user agrees to hold harmless, indemnify and defend Village Presbyterian Church (including its agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property loss or damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of Village Presbyterian Church (including its agents, employees, and representatives) or otherwise.

(Please initial) _____ I have read and agree to abide by the attached Room and Building Use Guidelines and the church's Child Protection Policy (if applicable)

SIGNATURE OF ON-SITE SUPERVISOR: _____

Date: _____

Name of On-Site Supervisor: _____

Home Phone: _____ Cell Phone: _____

Email: _____