

APPLICATION FOR USE OF CHURCH FACILITIES

Instructions

1. Read carefully the rules and regulations on the reverse side.
2. Type or print neatly and firmly with ballpoint pen so that copy is legible

APPLICATION

<u>Group/Organization</u> Non Profit Yes ___ No ___	<u>Location Requested</u> 	<u>Church Activity</u> Yes ___ No ___ <u>Church Member</u> Yes ___ No ___
<u>Description of Activity</u> 	<u>Dates(s) of Activity</u> (Mo./Day/Yr.) (Specify Single Date or Repeating) <u>On:</u> _____ <u>Time</u> _____ <u>From:</u> _____ <u>To:</u> _____	<u>Est. Attendance</u>
<u>Group Representative/Leader</u> Name _____ TPC Member Yes ___ No ___	<u>Address</u> 	<u>Telephone:</u> <u>e-mail:</u>

<u>Time Required</u>		<u>Facilities Required</u>						<u>Set Up Required</u>		
<u>Day of Week</u>	<u>Thompson Hall</u>	<u>Kitchen</u>	<u>Youth Room</u>	<u>212</u>	<u>Conf. Rm</u>	<u>Heartlights</u>	<u>Parlor</u>	<u>Library</u>	<u>Gym</u>	<u>Other</u>
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Total Hours Required										

<u>Equipment Use</u> 	<u>Set Up To be Done</u> <u>By User:</u> (Requires setting up room for Group's use and Returning room to original set-up) <u>By Church:</u> Additional Contribution for Set-up or Custodial Services \$ _____
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Donation Requested \$ _____

AFFIRMATION * Please attach a copy of your current liability insurance binder
 We, the undersigned, being duly authorized representatives of the above organization, have read and agreed to the rules, regulations and guidelines governing use of church facilities and will abide by and enforce same.

1. _____ Address _____ Tel.No. _____ Date _____
 2. _____ Address _____ Tel.No. _____ Date _____

PERMIT (Church use only)
 The following action has been taken regarding the request specified above:
 Approved ___ Date: _____ Disapproved ___ Date: _____ Total Donation Expected \$ _____
 Comments: _____

 Authorized Church Representative Signature: _____ Date: _____

Rules and Regulations Governing Use of Church Facilities

USE REGULATIONS: The following regulations shall apply to the USER'S of CHURCH facilities:

- a) All events must be terminated promptly by the time stated herein and facilities herein described are to be vacated immediately by all persons attending the event.
- b) The USER shall have the use of only the facilities provided herein and only for the purposes provided herein.
- c) No tickets can be sold, nor admission allowed beyond the safe capacity of any of the church facilities. The sponsoring organization will be provided with guidelines for use, clean up, lock up, etc. procedures and their duly authorized representative will be responsible for compliance.
- d) User to notify Church Office (410) 823-6500 immediately if there is a change of their authorized contact person.
- e) Smoking is prohibited inside the entire building and wherever "NO SMOKING" signs are posted outside the building.
The presence and use of alcoholic beverages on CHURCH property is strictly prohibited.
- f) The USER is subject to and will comply with all laws, regulations and codes of the State of Maryland and the County of Baltimore.
- g) The user will follow all Church Policies.
- h) The USER will be responsible for all CHURCH owned equipment/property and will be held liable for the equipment/property if lost, stolen, damaged or misplaced.
- i) The CHURCH assumes no responsibility for equipment used at events which is supplied by the USER or another party. The CHURCH reserves the right to approve equipment used at events and its supplier.
- j) In consideration for permission to use the facilities of the CHURCH, and other goods and valuable consideration, receipt of which is acknowledged, I hereby agree on behalf of my organization that it will indemnify and hold harmless the CHURCH, its directors, officers, employees, agents and servants from any and all liability, loss or damage of any nature whatsoever (including, but not limited to reasonable attorneys' fees, court costs and related expenses) suffered as a result of any claims, demands, costs or judgments, against them arising from my organization's its members' or its invitees use of such facilities. Events involving extraordinary danger or risk, as determined by the CHURCH, require that the USER provide liability and property damage insurance endorsed for the benefit of the CHURCH, with insurance companies and liability coverages acceptable to the CHURCH. The USER will supply the CHURCH with proper evidence that such insurance has been obtained, at least one week prior to the event.

ADDITIONAL REQUIREMENTS: Should the USER request any additional services, facilities, equipment or any other item not contained herein, the USER will give the CHURCH an additional donation for said services, facilities, etc. at the CHURCH'S standard fee for same.

ASSIGNMENT: The USER shall not have the right to assign this Agreement without the specific written approval of the CHURCH.

MISCELLANEOUS: This Agreement constitutes the entire Agreement of the parties subject herein and shall not be deemed to be modified except by written amendment hereto.

CONSIDERATION: In consideration of the facilities to be made available and other provisions of this Agreement, the USER agrees to donate to the CHURCH the amount set forth on the front of this Application. Full payment is to be made at least one week in advance of the day of the event herein described. Payment will be refunded for cancellations by the USER only if the CHURCH is notified at least two (2) full working days in advance of the day of the event. The amount refunded will be payment, less any expenses incurred by the Church in preparation of the facilities for the USER.

CANCELLATION: This Agreement may be terminated by the CHURCH in whole or cancelled as to any event herein included for any reason deemed necessary by the CHURCH, subject to the refund provisions herein contained. The officer of the USER executing this Agreement certifies that he/she has been duly authorized to enter into this Agreement on behalf of the USER and that neither the execution and delivery of this agreement nor the performance of the terms and conditions hereof will result in a breach of any obligating to which the USER is a party to.

IN WITNESS THEREOF, the parties have executed the written Agreement, the day and year first above written.

USER _____

TOWSON PRESBYTERIAN CHURCH

BY _____
Authorized Signature of USER

BY _____
Authorized CHURCH signature

Sheet1

	A	B	C	D	E	F	G	H
1	Church Area		Rate Per Hour - Non-Member		Rate Per Hour -Member		Custodial/Admin Fees Apply	
2								
3	Thompson Hall		\$ 65.00		\$ 15.00		Yes	
4	Hall with Kitchen Use		\$ 77.00		\$ 15.00		Yes	
5	Custodial Fee		\$ 25.00		\$ 25.00			
6								
7	Room 212		\$ 20.00		\$ 10.00			Will negotiate fee for
8	Conference/Heartlights		\$ 15.00		NC			weekly or long term
9	Classrooms		\$ 10.00		NC			rental or use
10								
11			Flat Rate		Flat Rate			
12	Chapel (Weddings)		\$ 500.00		\$ 100.00		yes	May use Parlor to dress
13	Sanctuary (Weddings)		\$ 1,000.00		\$ 200.00		yes	May use Parlor to dress
14								
15	Chapel (Funeral)		\$ 250.00		NC			
16	Sanctuary (Funeral)		\$ 500.00		NC			
17								
18	Chapel (Other/Performance)							Negotiate based on
19	Sanctuary (Other/Performance)							purpose for rental
20								
21								
22								