



## BUILDING USE REQUEST FOR EXTERNAL PARTIES

Individuals or groups not directly affiliated with Central Presbyterian Church (CPC) use this form to request use of the church building. All applicants are to be aware of the church policies that govern the building's appropriate use, including child protection policies and the payment of fees.

### GUIDELINES FOR REQUESTS

Submit your request to the church office one month prior to the event; sanctuary use requires two months' notice. Your request is subject to approval by the CPC Session (Ruling Elders) and/or the Board of Trustees.

The church is not to be likened to a commercially rented facility; a venue for any paid use. Generally, we do not allow use of the church for any of the following:

- Events that do not correspond favorably with the mission and teachings of the church
- Activities held for financial gain
- Private, secular enterprises including social events
- Events requiring more than a maximum of four hours of church occupation
- Events for which church personnel (e.g. a monitor, custodian) are not available for support
- Events that are held at times when the church is not in general use
- Events that are not scheduled to conclude by 9:00 pm
- Events that would potentially exceed room occupancy limits
- Events involving the preparation or serving of food without an on-site licensed food handler

### FEES

All fees and charges are estimated and are to be paid prior to the use. Refunds or additional charges will be reconciled within a week of the scheduled use.

**Personnel** (Custodian, technician, food handler, monitor): See current policy.

**Classroom/Special Room:** \$50.00 (up to 4 hours)

**Fellowship Hall:** \$150.00 (up to 4 hours)

**Kitchen:** \$150.00 + \$500.00 security deposit

Date(s) of event: [Enter date(s) requested]

**CENTRAL PRESBYTERIAN CHURCH  
BUILDING USE REQUEST FOR EXTERNAL PARTIES**

**Date of application:**

**Ministry or Group Name:**

**Primary Contact:**

Telephone number:

Mobile:

Email address:

**Secondary Contact:**

Telephone number:

Mobile:

Email address:

**EVENT DETAILS**

**Name of Event:**

**Description and purpose:**

**On-site Contact (will be present at event):**

Telephone number:

Mobile:

Email address:

**Event Dates and Times**

*For events spanning several days specify the start and end time on each date of the event. All events must conclude by 9 p.m.*

<b>Date:</b>	Start time:	End time:
<b>Date:</b>	Start time:	End time:
<b>Date:</b>	Start time:	End time:

**Recurring?** *If yes, state frequency (e.g. monthly, first Tuesday):*

**Maximum number of attendees:**





*Determined to love, Invited to wonder, Inspired to serve*

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**HOLD HARMLESS AGREEMENT**

Outside users shall affirm their adherence to the following agreement by its authorized representative's signature:

In consideration of the permit to use the Central Presbyterian Church of Downingtown (CPC) facilities hereinbefore described, the undersigned user hereby agrees to indemnify, defend and hold CPC harmless from and against any claims, actions or demands alleging that CPC has any liability to any third party arising from the subject use of the facilities. CPC is not liable for any direct, indirect, incidental, special or consequential damages, including loss of profits, revenue, data or use or cost of procurement of substitute services or goods incurred by user or any third party, arising out of the use of its premises permitted herein. Such indemnity extends to CPC, its members, agents, employees, successors and assigns.

\_\_\_\_\_  
Signature of individual or authorized representative

\_\_\_\_\_  
Date

**PROOF OF INSURANCE**

Outside users shall maintain in full force during the term of this agreement, comprehensive general liability insurance with bodily injury and property damage liability limits of not less than \$1,000,000.00 combined single limit, and user agrees that CPC and its officers, clergy and paid and volunteer staff shall be named as additional insured under such liability policy. A Certificate of Insurance showing evidence of such coverage must be filed with the Church. Outside organizations are not covered under CPC's liability insurance and should take this into consideration when assessing insurance needs.

Proof of Insurance Provided [Choose one]

\_\_\_\_\_  
Signature of individual or authorized representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name