

Church Facility Request Form

Date _____

Responsible individual _____ Organization Name _____

Address _____

Phone # _____ Cell Phone (*contact during event*) _____

Relationship with NPMC: Member Non-member

Requested date(s) of use: _____ Space requested: _____

Requested time of use (*please include time needed for set-up and break-down*):

Arrival time _____ Departure time _____

Describe the purpose for which you desire to utilize the church and its facilities: _____

How many people do you expect? _____ How many children under the age of 17? _____

Do you have Audio/Visual Requests? Yes No

I agree to pay the rent fee for the requested space and to be responsible for additional costs for cleanup, repairs, or property damage that are a result of the use of the building.

Signature (*must be 21 years of age to sign*) _____ Date _____

FOR OFFICE USE ONLY

Date request received: _____ Received by: _____ Date presented to Property Committee: _____

Property Committee Action: Approve Disapprove Office approval (*not requiring Property Committee action*)

Date payment received _____ Office initials: _____ Check Number: _____

Application denied: Yes No If "Yes" - reason: _____

Building was returned to the condition in which it was received: Yes No

Authorized Signature: _____ Date: _____

Key # _____ Issued to: _____ Date borrowed: _____ Date returned: _____

Church Usage and Hold Harmless Agreement

I/We the undersigned authorized representatives of _____ (Name of Organization) of the city _____, State of _____ shall be using the building and grounds of New Philadelphia Moravian Church (hereafter referred to as "the Church") from _____ (start date) to _____ (finish date) for the purpose of _____ (herein referred to as "the Activity.")

I/We understand and agree that neither the Church nor its Trustees, Elders, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guest, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds, as well as, all appliances and fixtures in the Activity, I/We assume all risk in connection with participation in the Activity. I/We further release the Church, its Trustees, Elders, employees, agents, or representatives for any damage which may occur while participating in the Activity. I/We further agree to same and hold harmless the Church, its Trustees, Elders, employees, agents or representatives from any claim by the undersigned member of the organization, their estates, heirs, or assigns arising out of our participation in any form or fashion in the Activity. I/We also authorize the Church, its employees or agents to render or obtain emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the Activity.

I/We further state that I/We are authorized to sign this agreement: That I/We understand the terms herein are contractual and not mere recital: And that I/We signed this document of my/our own free act volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20____.

Signature: _____ Date: _____

Signature: _____ Date: _____

Safe Sanctuary Policy

New Philadelphia Moravian Church operates under a Safe Sanctuary Policy (copy attached). If you have other policies (i.e. related to supervision of children and youth) they must accompany this documentation and be kept on-file while you and/or your organization is utilizing our facility.

ADDITIONAL SCREENING REQUIREMENT

Additional screening is required for outside groups that have direct contact with and supervision of Children and Youth under the age of 18 while using New Philadelphia Moravian Church's facility.

Screening includes but not limited to:

- A criminal background check
- A driving history check (if needed).

In order to conduct the above required background checks New Philadelphia Moravian Church /Moravian Church Southern Province **REQUIRES** the responsible party leader to complete and sign the Authorization to release information form.

New Philadelphia Moravian Church/Moravian Church Southern Province will maintain the confidentiality of this information.

Signature: _____ Print Name: _____