

Pompey Community Church

General Use Application and Agreement

Refer to the **Building Use Policies** for instructions and service fee schedule

Date _____

Member of PCC Non-Member

Applicant ("Host"): <i>(If not hosted by "PCC Sponsor" list individual/group leader)</i>	PCC Sponsor: <input type="checkbox"/> Key Borrowed: _____ <input type="checkbox"/> Key Returned: _____
Address:	Address:
Phone(s):	Phone:
Email:	Email:

Estimated attendance: _____

Event type: *(This form is NOT for Weddings)* _____

Date(s) & Time requested: **Include time allotted for set-up and clean-up**

Date: _____ Day of Week _____ Start Time _____ AM/PM End Time _____ AM/PM

Date: _____ Day of Week _____ Start Time _____ AM/PM End Time _____ AM/PM

Frequency: One time Daily Weekly Monthly Other (i.e. M/W/F) _____

Duration: (10 Week Limit) _____ until _____

<input type="checkbox"/> Sanctuary <input type="checkbox"/> Podium *Equipment: <input type="checkbox"/> Microphones # _____ <input type="checkbox"/> CD player <input type="checkbox"/> Projector <input type="checkbox"/> Other _____	Rooms/equipment: <input type="checkbox"/> Fellowship Hall/Gym <input type="checkbox"/> Teen room (next to kitchen) <input type="checkbox"/> Sunday school rooms (SE / NW / NE) <input type="checkbox"/> Nursery rooms (Farm / Wood / Pond) <input type="checkbox"/> TV/DVD player <input type="checkbox"/> Overhead/Projection screen	Kitchen/furnishings: <input type="checkbox"/> Full use of kitchen <input type="checkbox"/> Coffee maker <input type="checkbox"/> Refrigerator <input type="checkbox"/> Oven/cook top <input type="checkbox"/> Tables # _____ <input type="checkbox"/> Chairs # _____
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***Only persons on the approved list of technical personnel may operate the computer and sound equipment. Events that require use of AV equipment (including microphones, CD player, projector, etc.) are assigned an operator who has completed the required training and is current on the list .**

Please add comments, questions, and/or other requests below:

AGREEMENT: PCC Hosted Event

We have read and understand the *Building Use Policies* and agree to abide by them.

We understand that Pompey Community Church makes its facilities available to us with the expectation that we will leave the facilities in the same or better condition than found. In the event that our activity causes damage or incurs additional janitorial services, we assume full responsibility for timely restoration of the facilities and/or cost.

Signature of PCC Sponsor: _____ Date: _____

AGREEMENT: Private, Individual or Group/Organization Hosted Event

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We hereby fully release and discharge all claims that we may have for injuries or damages against Pompey Community Church and its officers, agents, employees, and affiliates as a result of using the facilities or equipment, and further agree to waive and relinquish any and all such claims. We hereby assume all risk of personal injury, sickness, death, damage and expense that may be sustained by users as a result of using the facilities or equipment of Pompey Community Church.

We further agree to indemnify and hold harmless and pay defense costs and defend the Pompey Community Church and its officers, agents, employees, and affiliates, from any and all claims resulting from injuries, including death, damages, property damage, or loss sustained arising out of, connected with, or in any way associated with using the facilities or equipment.

Signature of Applicant("Host"): _____ Date: _____

Signature of PCC Sponsor: _____ Date: _____