

CALENDAR RESERVATION FORM
 St. Paul UM Church 750 Norland Ave Chambersburg PA 17201
 Office: 717-267-3085 Fax: 717-267-1938

Event Date/s _____
 Event Time/s _____ to _____
 Arrival Time _____ Exit Time _____
 Organization _____
 Name _____
 Address _____
 Daytime Phone _____ Email _____

Return this
 form to the
 Church Office
 for approval.

Is the event part of St. Paul Ministry? _____ NO-go to Part B _____ YES-go to Part C

Part B

Type of event: _____
 Room/Area Requested: _____

 Estimated # attending: _____
 Required User Agreement(found back)
 and Proof of Insurance _____
 Please check on below:
 _____ Non-Profit: Provide proof of IRS
 Code501C3&donations accepted
 _____ Other: Rental fee

Date request submitted: _____
 Date request approved: _____
 Fee/Donation received:\$ _____

Part C

Committee or group: _____

Please check room/ _____ Hoover A2
 _____ Loyalty A1 _____ Sharing A9
 _____ Open Door A7 _____ Family Life Ctr
 _____ Bethany A10 _____ Parlor
 _____ Youth room A11 _____ Chapel
 _____ Nave _____ Choir Rm
 _____ Martha
 _____ Other

Date request submitted: _____
 Date request approved: _____

Set up plans

Time Starting: _____
 Time Ending: _____

Time Starting: _____
 Time Ending: _____

Equipment required

Round Tables _____
 Long Tables _____
 Chairs _____

Sound _____
 Kitchen* _____

Caterer's Name and Phone # _____

Notes: _____

*Request for kitchen use must be approved by trustees.

USER AGREEMENT

PURPOSE: This document is required to be used by churches of the Central PA Conference, which gives permission to use church property/facilities to non-church groups/individuals(USER). The Conference insurance policy covers only certain activities under the control of the local church. Non-church groups/individuals using church facilities, even though permission has been given, do so with the understanding that losses or liabilities incurred by non-church groups/individuals are not covered by the local church.

This Agreement entered into this _____ day of _____(month) of the year _____, by and between St. Paul United Methodist Church of Chambersburg PA (UMC) and _____ (USER) _____ (address).

WHEREAS, UMC is the owner of a building located at 750 Norland Ave, Chambersburg PA 17201.

WHEREAS, User desires to use such facilities on the terms and conditions set forth.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other goods valuable consideration the parties hereto agree as follows:

1. UMC shall make available to User (description of facilities):

 from _____ to _____ (dates).
2. User has received, read and agrees to uphold the policy and procedures stated in the SAFE SANCTUARY POLICY of St. Paul United Methodist church.
3. User agrees to indemnify and hold UMC harmless from any and all liability including attorney's fees arising out of User's use of the above premises or the building of which the facilities are a part of the parking facilities on or adjacent thereto (hereinafter "the facilities").
4. User understands that the requirement to obtain liability and property insurance is upon the User. It is not the duty or responsibility of UMC to insure the User's use of the facilities. It is required that the User obtain its own liability and property coverage for it's use of the facilities.
5. User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in UMC's locale; User will not engage in any activities in violation of such laws, ordinances, rules and regulations.

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

Signed _____	_____
(UMC Representative)	(User Representative)
St. Paul United Methodist Church	_____
	(Name of User)
750 Norland Ave, Chambersburg PA	_____
	(Address)
717-267-3085	_____ (Telephone)
	_____ (Email)
Liability Insurance Required (\$500,000)	
Insurance company _____	Policy # _____