

The First Parish Federated Church Room Usage Agreement

The First Parish Federated Church of South Berwick, Maine, a United Church of Church and United Methodist Church, welcomes you to its facility. Because of the increased and varied uses being made of the Church, regulations have been adopted to govern the use of the facility. We ask that you read over this agreement, fill in the necessary information, and then have it signed by an authorized representative of your organization. **We need this form returned prior to the date of your planned activity.**

A. Name of Group/Organization: _____

Your Name: _____

Names of Additional Adults: _____

Address: _____

Telephone #: _____

Email Address: _____

B. Specific portion of Church facility to be used and planned activities:

Room #: _____ Will use of Kitchen be required? Yes _____ No _____

Planned Activities: _____

C. Date of use: _____ 2016 through _____

Time: from _____ to _____ Day of the Week: _____

_____ Daily _____ Weekly _____ 1st & 3rd Weeks _____ 2nd & 4th Weeks _____

_____ Once a Month _____ One Time Use _____ Ongoing

D. Anticipated number of persons involved:

Adults: _____ Children: _____

It is agreed by the undersigned that the Church facility will only be used by the persons, for the purposes, and on the dates and times designated above. It is the responsibility of your group or organization to assure the facility is left clean and in the same condition that it was prior to your use (*i.e. All furniture is to be put back in its original position if you need to move things around*). The building needs to be secured (*pull pin out of Parking Lot Door, close tightly, then pull on handle to be sure it is, in fact, locked*). *All lights need to be shut off.* In the event the Church finds it necessary to clean, or there is any damage to the facility, your group or organization agrees to promptly reimburse the Church for the cost and expense involved.

All persons using the Church do so at their own risk, and by signing below, the group or organization agrees to indemnify and hold harmless The First Parish Federated Church, its officers, and members from and against all claims, losses, and damages arising from the organization's or its members use of the facility.

Date: _____ Signed: _____

Authorized Representative of: _____

Key Issued: _____ Yes _____ No Date: _____ Date Returned: _____