

430 Colonial Road
Harrisburg, PA 17109
717.545.1911
717.545.4760 (fax)
www.xpointumc.org
mail@xpointumc.org

CrossPoint United Methodist Church
FACILITIES USE REQUEST FORM

*For scheduling and custodial purposes, this form must be in the church at least 10 days prior to the event.
Room reservations are not complete until approved by church administrator and entered into the calendar.
Please contact the office seven days prior to your event to confirm all details.*

Program: _____

Contact name and phone: _____

Room(s) requested: _____

2nd Choice: _____ Usage fee*: _____

Room choice cannot be guaranteed and may change based on weekly scheduling needs.

Date(s) requested: _____

One time Weekly Bi-weekly Monthly Other _____

Event start/stop times: _____ Setup (day) _____ (time) _____

Equipment requested*:

TV/DVD/VCR PA System Piano Projector Podium Stage Other _____

Tables: _____ Chairs _____

Arrangements for **meals/refreshments** must be made with the Pastor of Church Administration. If at all possible, please make your own arrangements. Any outside caterers must have prior approval.

Arrangements for **childcare** must be made at least 14 days in advance with Pastor of Nursery School Ministries.

Room Setup (Please draw a diagram if custodian is to set up the room. No need to complete if you are doing your own setup.)

***Additional fees may be charged for refreshments, setup, technical crew, etc.**

When doing your own setup and cleanup, you are responsible for leaving the facility in a condition equal to or better than which it was found. Thank you!

FOR OFFICE USE ONLY \$_____ Deposit received _____ \$_____ Final payment _____

Approved by

Date approved

Entered on Calendar by

Date

User Agreement

This Agreement entered into this _____ day of _____ (month) of the year _____ by and between the CrossPoint United Methodist Church of Harrisburg, PA ("UMC") and

_____ ("User") of
_____ (address).

WHEREAS, UMC is the owner of the building located at 430 Colonial Road, Harrisburg, PA 17109.

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 good valuable consideration, the parties hereto agree to the following:

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

from _____ (date and time) to _____ (date and time).
2. 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 or the parking facilities on or adjacent thereto (hereinafter "the facilities").
3. User understands that the responsibility 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 recommended that the User obtain its own liability and property coverage for its use of the facilities. (Proof of insurance is required? Yes_____ No_____)
4. User agrees to abide by and obey all laws, ordinances, rules, 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.
5. User agrees to the following usage fee: _____ Half of this amount is to be paid this agreement date with the balance due by the date of the event.
6. User has read and agrees to all the information herein.

IN WITNESS THEROF, the undersigned parties have executed the Agreement as of the date first written above.

Signed _____
(UMC Representative)

CrossPoint United Methodist Church

430 Colonial Road, Harrisburg, PA 17109

717.545.1911

(User Representative)

(User Name)

(User Address)

(User Telephone Number)