

# Pompey Community Church

## General Use Application and Agreement

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

Date of Application \_\_\_\_\_

**Applicant ("Host"):**

*(If not hosted by "PCC Sponsor" list leader)*

Address: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

Regular Attendee of PCC

Non-Attendee

Key Borrowed:  
Date: \_\_\_\_\_

Key Returned:  
Date: \_\_\_\_\_

**PCC Sponsor:**

Address: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

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

Estimated attendance: \_\_\_\_\_

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

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

Duration: *(Please note there is a 10 Week Limit)* \_\_\_\_\_ until \_\_\_\_\_

**Usage/Needs:**

**Sanctuary:**

- Podium
- \*Equipment:
- Microphones # \_\_\_\_\_
- CD player
- Projector
- Other \_\_\_\_\_

**Rooms/equipment:**

- Fellowship Hall/Gym
- Teen room (next to kitchen)
- Sunday school rooms ( SE / NW / NE )
- Nursery rooms ( Farm / Wood / Pond )
- TV/DVD player
- Overhead/Projection screen

**Kitchen/furnishings:**

- Full use of kitchen
- Coffee maker
- Refrigerator
- Oven/cook top
- Tables # \_\_\_\_\_
- Chairs # \_\_\_\_\_

\*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.

**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**

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.

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: \_\_\_\_\_

*Please add comments, questions, and/or other requests on back:*