Facility Use Request Form Second Presbyterian Church 7305 Hampton Boulevard Norfolk, Virginia 23505 Phone 757-423-2822

Name of non-profit organization	
Address	
Name of contact person	
Member of Second Presbyterian Chu	rch? Circle one: Yes No
Phone Number	
Will there be a charge for attendance	? Circle one: Yes No
Estimated Attendance:	
Briefly describe how your group wou	ld be using our facilities:
•	ole time use?
Requested date(s):	
Requested times:	Vacate time:
* Groups requesting multiple dates m	ay attach a sheet listing the dates and the time
Area of Church requested- Please che	ck all that apply:
Parking Lot	Sanctuary
Church grounds	Kitchen
_	Kitchen Library
Church grounds	

Special Needs: If your group has any special needs, like setting up or moving furniture, please describe your needs below.

Facility Use Request Form

Agreement For Use Of Facilities

- Second Presbyterian Church, as part of its ministry to the community, makes its facilities available to various civic, community, and other non-profit organizations.
- The church does not charge rent or fees to use our facilities; however, to defray the cost of lighting, heating, and air conditioning, you may make an appropriate donation if your circumstances allow.
- You must clear all activities not listed in your original agreement with the church office.
- You must arrange for use of the kitchen in advance. The kitchen must be cleaned once it is used, i.e., no dirty dishes, silverware, etc. Everything used must be cleaned and put away. No food in Sanctuary. Food must be served and eaten in the Social Hall, not carried elsewhere in the church.
- Children must be supervised by adults at all times. You may not use the nursery unless you have previously requested to use it and an adult is present at all times.
- Organizations using the church facilities will be responsible for damage or vandalism occurring as a result of their activity.
- You are responsible for cleaning the area you use and securing the building.
 - Return all chairs and furniture to their original locations.
 - Leave the floor clean and deposit any trash in the cans located in the kitchen.
 - Shut off the lights, close the windows and be sure all doors are pulled tight.
- Report any damage or problems to the church office immediately.
- If a key has been assigned to your organization, you may not loan or copy the key. If for any reason you need to entrust the key to another individual, please call the church office in advance for approval.
- There is no smoking in any part of the church building. Smoking is permitted outside.
- I understand that the church has a security system and I agree not to enter the building other than the times specified on our **Facility Use Request Form.**

Agreement for Use of Facilities

I agree to adhere to the policies as stated in this document. I understand that my organization is responsible for setting up, cleaning up, turning lights out, locking the doors, and returning the area used to its original condition. Should the Sexton from Second Presbyterian be required to clean, or move furniture etc. following our usage, I understand that my organization will be required to reimburse expenses to an amount not to exceed \$50.00.

Signature of responsible party		
 Date		
For Church Use		-
Date(s) requested areAvailableUnavailable	e Secretary Signatui	re Date
Request is Approved Disapproved	 Church Session	 Date

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INDEMNIFICATION AGREEMENT

For good and valuable consideration, the receipt and adequacy of which is acknowledged, the undersigned(Name) of (Address) agrees to indemnify,
defend, and hold free and harmless Second Presbyterian Church, which is located at 7305 Hampton Blvd., Norfolk, VA 23505, and each of its members, agents, servants, employees, officers, and directors from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses including, but not limited to, attorney fees, reasonable investigative and discovery costs, and court costs, which in any manner may arise or be alleged to have arisen, or resulted, or alleged to have resulted, from the presence, activities, and promotions of any nature or otherwise of the undersigned, its agents, servants, or employees, on or adjacent to the premises known as Second Presbyterian Church and located at 7305 Hampton Blvd., Norfolk, VA 23505, including, but not limited to, claim or claims for bodily injury or death of persons, and for loss of or damage to property, including claims or loss by the undersigned or its agents, servants and employees.
The undersigned has executed this agreement on at