

FACILITY USAGE/INDEMNITY AGREEMENT

PARISH: _____

PARISH is understood to include the Diocese of Harrisburg, and the Bishop

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH and the DIOCESE OF HARRISBURG named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. This paragraph does not relieve FACILITY USER's responsibility to comply with the above (second) paragraph.

If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

(Must be an official agent of FACILITY USER)

NAME (Please print): _____

DATE: _____

**REQUEST FOR USE OF PARISH FACILITIES
SINGLE EVENT REQUEST**

*Request must be submitted to the parish office three (3) weeks prior to event date
by the Ministry Leader only.*

Group Name: _____ Requested Date: _____
Ministry Leader: _____
E-mail address: _____ Phone #: _____
Event Start Time: _____ End Time: _____ # of People Anticipated _____

Please check all facilities you would like to use:

<input type="checkbox"/> Kitchen	<input type="checkbox"/> Parish Hall	<input type="checkbox"/> Narthex
<input type="checkbox"/> Historic Church	<input type="checkbox"/> Church	<input type="checkbox"/> Sensory Room
<input type="checkbox"/> Church Meeting Room	<input type="checkbox"/> Vestibule	<input type="checkbox"/> Church Nursery

Will you need a key to facilities? YES NO

The cleanliness and maintenance of all our facilities is paramount. When using any of our facilities please clean up after your event. All trash must be in the garbage containers. Please do not leave leftovers in the refrigerator. Please take all used aprons, dish towels and linens home and wash, dry and return them in a timely manner for use by other groups. Please check the restrooms and make sure all toilets are flushed and all faucets are turned off. If you borrowed a key, please return it to the church office as soon as possible after your event.

LIGHTS: All lights are automatic with the exception of the kitchen. Automatic lights, (hallway, meeting rooms, restrooms and the vestibule) will turn on upon entering the area and will turn off ten minutes after the last person leaves the facility. The kitchen has two light switches that are manually operated, **PLEASE** make sure they are off before you exit the facility.

Please feel free to call the Parish Office to check date availability prior to submitting the form.

Please report any problem or concerns to the Parish Office, 717-367-1255.

Faculties check list:

- Floors swept and damp mopped (if dirty)
- All trash in trash cans
- Bathrooms checked
- Counters, tables, and chairs wiped down
- All equipment put away
- Dirty linens taken home for washing (if used) & cleaned linens returned
- Outside Entrance Doors locked
- Keys returned