



**Facilities and/or Grounds & Equipment
Reservation Form
for
Saint Andrew's UMC Facility**



Name of Group & Activity

Persons in charge of group or activity (Include phone number & email)

Date & Time of activity (Please include set up & clean up time)

Description of activity

Facilities Needed (Schieke Hall, Parlor, Sanctuary, Kitchen, Music/Choir Room, PreK Rooms, Ball Field)

Equipment Requested to Use on Church Grounds including quantity (Tables, Chairs, Microphone Stands, Microphone, Speakers, Projector, Podium, etc.)

Normal Care: Users are expected to follow the policies and procedures for the proper care of the facilities. For example: Trash should be emptied; spilled food/substances should be removed from floors and surfaces; any equipment reserved with permission should be returned to its proper place; nothing other than the supplied tissue should be flushed in toilet; any condition that could cause injury should be attended to immediately. In addition, the facility should be surveyed and cleaned up. (School staff should use school janitorial for clean-up supplies/equipment and Church ministries should use the church janitorial supplies/equipment.)

Please submit requests to the Church Office – Christy Little

Is your group a ministry of the church? (School, Youth, etc.) ___ Yes ___ No

If no, does your group have liability insurance? ___ Yes ___ No

If yes, please list the insurance carrier and contact information below.

If requested, please attached the Certificate of Insurance naming Saint Andrew's United Methodist Church as "also insured."

Liability: *If your group does not have liability insurance, by signing below, you acknowledge and accept financial liability and responsibility that participation in any activity described above involves risk to participants in the group, and may result in injury, sickness, property, or financial damage.*

Indemnification: Group representatives, on behalf of the participants, agrees to hold harmless and indemnify Saint Andrews UMC and Day School, their staff, faculty, volunteers acting on behalf of the church and school against all losses, costs, damages, claims, expenses, or other liability whatsoever including all reasonable attorneys' fees arising out of, or connected with the Groups' use under this Agreement, including, but not limited to, any accident or injury to persons or property.

Please sign and print that you are indemnifying Saint Andrew's UMC and Day School, assuming all responsibility and liability for your group while on Saint Andrew's United Methodist Church's grounds and buildings.

Group Representative's Signature _____

Group Representative's Printed Name _____

Date _____

For Use by Church Only

Date Received _____

Approved _____ Disapproved _____

Signature _____ Date _____

Please submit requests to the Church Office – Christy Little