

**Saint Matthew's
Episcopal Church**

Facility Use Request Form

Group/Committee/Ministry: _____

Type of Event: _____

Day(s) of Week: _____

Date(s) of Event: _____

Time of Event: _____

Responsible Person: _____

Address: _____

Telephone: _____ **Fax Number:** _____

Email: _____ **Alternate:** _____

Description of Request: (check all that apply)

Gathering Space **Meeting Room:** **Kitchen** **Nursery**
Worship Space **Library** **Patio** **Lawn**

Estimated Attendance: _____

Will you charge any fees at your event: Yes No

Equipment Needs: (check all that apply)

Tables **Chairs** **A/V Equipment** **Sound System** **Lectern**
Organ **Grand Piano** **Electric Piano**

Kitchen: **Are you serving food?** Yes No

If yes, who is preparing? _____

Coffee Maker **Dishes/Utensils** **Stove/Oven** **Pots/Pans**

Other specifics:

St. Matthew's Episcopal Church
3888 27-1/2 Rd.
Grand Junction, CO 81506

INDEMNIFICATION, HOLD HARMLESS AND INSURANCE AGREEMENT

A. INDEMNIFICATION AND HOLD HARMLESS

To the extent permitted by law,

_____ agrees to defend, indemnify and hold harmless St. Matthew's Episcopal Church and members and staff and its/their officers, directors, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable legal fees and costs arising in whole or in part in any manner from the acts, omissions, breach or default of Subcontractor, in connection with performance of any work by Subcontractor, its officers, directors, agents, employees and subcontractors.

B. AGREEMENT TO PAY FOR PROPERTY DAMAGE

The undersigned agrees to pay for any damage to the property, such as broken sprinkler heads, broken coffee pots, etc.

C. ACCIDENTS, ILLNESS AND MISHAPS

Are the responsibility of the property user(s).

User of the Property:

Name

Signature

St. Matthew's Representative:

Name

Signature

Date: _____

For Office Use: Rector's Approval: _____ **Date:** _____

Key Issued to: _____ **Key Number:** _____

Number of Tables: **Round** _____ **Rectangle** _____ **Other** _____

Number of Chairs _____

A/V Equipment: TV MediaShout/Computer VCR/CD Projector Screen

Tripods **Dry Erase Boards**

Sound Equipment: CD Player Wireless Mic Lectern Mic

Notes: _____

Deposits and Fees:

St. Matthew's Group:

Outside Group: