

FACILITY REQUEST FORM

Event Information:

Name _____

Organization (if applicable) _____

Phone _____ Email _____

Type of Event _____

Date of Event _____

Time of Event From _____ To _____

Number of People _____

Room(s) Requested:

Fellowship Hall & Kitchen	
Gathering Grounds (No Children's Parties)	
* Full Coffee Bar	
* Carafe of Coffee, sugar & cream	
Auditorium/ Sanctuary	
* Sound booth/Overhead projector needed	
Other (please specify) _____	

*** Upon availability of staff/workers only**

Liability

I, the undersigned, agree that the First Church of God is not liable to any use, organization and/or guest for any accident or injury, including death, that may take place while on church property or while using any church facility. By signing this Facility Request Form, I acknowledge that I am releasing the First Church of God from any liability. Furthermore, I and my guests agree to indemnify the First Church of God for any and all loss from any legal action taken against the First Church of God as a result of our use of church facilities or property. I acknowledge my responsibility for any and all damage to any of the facilities, grounds, equipment or to the property of First Church of God during the hours I have reserved this facility. Any and all actual costs of repair or replacement will be my responsibility. I understand that it is my responsibility to report any damaged or broken items to the First Church of God office. I and my guests release and forever discharge the First Church of God from any and all claims, demands and causes of action whatsoever that may arise or may hereafter arise on account of any first aid or other medical treatment rendered on the premises of the First Church of God.

Print Name: _____ Date: _____

Signature: _____

FOR OFFICE USE ONLY

Approval Signature _____ Date Approved _____