

WESTMINSTER PRESBYTERIAN CHURCH

1715 Broad River Road Phone: 803-772-1338
 Columbia, SC 29210 Fax: 803-798-0082
 www.westminsterpres.org



Facility Reservation and Scheduling

Group Name: _____
 Contact Person _____
 Phone Number _____
 Date Submitted _____
 Date(s) Requested _____ Time(s) _____
 Purpose of Event _____

Fee Structure

Non-Member/Outside Non-Profit Groups
 Large Event (more than 100) \$600
 Small Event (less than 100) \$240
 Athletic Event \$60/hr Min. 2 hrs
 Gym Use \$60/hr.
 2 hr. Minimum

Kitchen Use \$60/hr.

Classrooms - Both Buildings - \$10/hr.
 2 Hr. Minimum

Audio Equipment, etc. \$50 (per event)
 (Worker provided)

Non-Church Sponsored Event - \$20/hr.
 (Attendant provided)

Date of Remittance: _____

Amount Due: _____

Paid: _____

Staff

Pastor	
Director of Program	
Church Secretary	

Facilities Requested:

- Gym
- Kitchen
- Lobby
- Family Room
- Gathering Room
- Education Wing
- Sanctuary

Comments:

Final Approval _____ **Date** _____

FACILITY USAGE AND HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of _____ (name of organization) of the city of _____, state of _____ will be using the building and grounds of Westminster Presbyterian Church, from _____ to _____, 20____, for the purpose of _____ herein referred to as "the activity."

I/We understand and agree that neither Westminster Presbyterian Church, nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds as well as appliances and fixtures in the activity, I/We hereby assume all risk in connection with participation in the activity. I/We further release Westminster Presbyterian Church, its trustees, employees, agents, or representatives from any damage which may occur while participating in the activity. I/We further agree to save and hold harmless Westminster Presbyterian Church, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity. I/We also authorize Westminster Presbyterian Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity.

I/We further state that I/we are authorized to sign this agreement: that I/we understand the terms herein are contractual and not mere recital: and that I/we have signed this document of my/our own free will and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20_____.

Signature and Title _____

Signature and Title _____