

**CHURCH OF THE ASCENSION
BUILDING USE REQUEST & AGREEMENT**

Date of Request _____

Requesting Organization/Committee/Individual _____

Contact Person _____

Contact Phone(s) _____

Contact email _____

Contact Address _____

Date and times requested _____

Description of Event _____

Rooms Requested _____

Food / Beverages to be served? Yes _____ No _____

Do you want to serve Beer or Wine? Yes _____ No _____ (note - liquor is never permitted. Alcohol service requires Rector approval and time for appropriate liquor license to be obtained from the state.)

Any other special requests. _____

For private parties or outside groups:

Indemnification and Hold Harmless Agreement

The undersigned _____ does hereby agree to indemnify, hold harmless, and defend the Church of the Ascension, its employees and agents from all claims, demands, actions, causes or other liability, injury, or harm caused by any act or omission of the Church of the Ascension, its employees and agents arising out of the use of the premises of Church of the Ascension under this Agreement.

Building Use Agreement

I hereby certify that I am an authorized representative of the above requesting party, that the statements are true to the best of my knowledge, and that the requesting party will adhere to the Expectations and Guidelines of the Church of the Ascension Building Use Policy.

(Requester's Signature)

(Church Signature)

(Date)

(Date)