

ST. PETER'S UNITED CHURCH OF CHRIST

2901 Curtis Road, West Lawn, PA 19608

stpucc@yahoo.com, 610-678-3621



Facilities Request Form

Organization/Group Name: _____

Contact Name: _____ St. Peter's Member? Yes No

Address: _____

Event Type: _____

E-Mail Address: _____ Phone No. _____

Date Requested: _____

Event Start Time: _____ Event End Time (including time for cleanup): _____

Expected # of attendees _____

(St. Peter's Members Only) Do you have a key to the church? (Check one) Yes No

(Non-Members) Name of St. Peter's member liaison, if any _____

EVENT DAY: What time do you need to access the building for set up? _____

A separate check in the amount of \$150 is required as a security deposit. This will be refunded after the event upon verification the used area(s) is left in the condition found prior to the event, otherwise it is non-refundable.

AREA(S) REQUESTED

Place check each area you plan to use.

Welcome Center

Community Center

Pavilion/Lawn Area

Sanctuary

Downstairs Kitchen

AUTHORIZATION

Reserving party (Lessee) agrees to indemnify and save harmless Lessor from any liability by reason of personal injury to any person on or about the Premises and from any claims made by any persons injured as a result of the actions of Lessee or Lessee's guests. This contract is not assignable to other parties.

Print, sign and return completed agreement along with your security deposit to St. Peter's UCC. Retain a copy for your records.

Lessee Signature _____ Date _____

Security Deposit _____ (For office use only)