

East Shore Baptist Church
6721 Jonestown Road
Harrisburg, PA 17112
717-657-0614

CHURCH USE REQUEST FORM

REQUESTOR'S NAME: _____

ORGANIZATION (if applicable): _____

ADDRESS: _____

TELEPHONE: (HOME) _____ (WORK) _____

E-MAIL: _____

DAY/DATE OF EVENT: _____ ROOM/AREA REQUESTED: _____

TIME OF EVENT – BEGIN: _____ END: _____

IS THIS A RECURRING EVENT: YES NO (CIRCLE ONE) IF YES, HOW OFTEN?: _____

TYPE OF ACTIVITY OR EVENT: _____

SPECIAL NEEDS/REQUIREMENTS: _____

I (we) agree to protect, indemnify and hold harmless the Staff and Congregation of East Shore Baptist Church from any and all loss, costs, damage or expense, arising from our use of the premises or from any accident or other occurrence on or about these premises, causing injury to any person or property and will protect, indemnify and hold harmless the Staff and Congregation of East Shore Baptist Church from any and all claims, cost or expenses arising from any failure of the requesting party in any respect to comply with and perform all requirements and provisions agreed to and outlined in the Church Building Use Policy 700-02 and required by law or ordinance, during the period of occupation. By submitting this request, I agree to the terms and conditions listed here and in the Building Use Policy 700-02.

Signed: _____ Date: _____

 For Church Office Use Only

SPECIAL INSTRUCTIONS: ADDITIONAL REQUIREMENTS (NOT COVERED IN POLICY 700-02) OR EXEMPTIONS TO 700-02 PERTAINING TO GROUP/ORGANIZATION FOR EVENT:

REQUESTOR'S INITIALS IF THERE ARE SPECIAL INSTRUCTIONS: _____

TRUSTEE CHAIRMAN (if applicable): _____ DATE: _____

CHURCH ADMINISTRATOR/SECRETARY: _____ DATE: _____