

FOPC USE OF CHURCH FACILITIES REQUEST FORM

USER ACKNOWLEDGMENT, CONSENT, WAIVER, RELEASE, AND INDEMNIFICATION

The undersigned (the "User"), in consideration of the use of the buildings, property, and equipment (collectively the "Facilities") of Fair Oaks Presbyterian Church (the "Church"), does hereby agree as follows:

I. Compliance with Fair Oaks Building Use Policy

The User acknowledges and affirms that he/she has read and understands the Fair Oaks Presbyterian Church Policy for Use of Church Facilities (the "Policy"). The User voluntarily agrees that he/she shall abide by and fulfill each of the terms and obligations set forth in the Policy and will follow the Event Guidelines during the Event.

II. Waiver and Release

The User hereby waives, releases, and forever discharges the Church, and its officers, employees, agents, attorneys, and representatives, from and against any and all claims for damages, losses, or injury, whether to persons or property, that the User or its representatives or guests may suffer in connection with the use of the Facilities.

III. Indemnification

The User agrees to, and shall, indemnify, hold harmless, and, at the request of the Church, defend the Church, and its officers, employees, agents, attorneys, and representatives, from any and all claims for bodily injuries, deaths, property damage or destruction, losses, suits, costs, attorney fees, claims, damages, expenses, judgments, liabilities, or liens arising directly or indirectly from the use of the Facilities. The User shall present proof of insurance if requested by Fair Oaks Presbyterian Church.

The User agrees that he/she shall be solely responsible for all damage, loss, disappearance or breakage of Church property or equipment during the event. All damaged and/or lost Church property and equipment shall be repaired or replaced at the User's expense within 30 days of the event.

IV. Authority

The undersigned represents and warrants that he/she has full power and the lawful authority to execute this document and to fulfill the obligations and responsibilities stated herein on his/her own behalf or on behalf of and in the name of the organization for which he/she has executed this document.

V. Safe Practices Policy

The User acknowledges and affirms that he/she has read and understands the Fair Oaks Presbyterian Church Safe Practices Policy and agrees to comply with all terms and conditions for the duration of use of the Facilities.

ACKNOWLEDGED AND AGREED TO THIS DAY: _____

PRINT NAME: _____

ON BEHALF OF: _____

REQUEST TO USE THE FACILITIES OF
FAIR OAKS PRESBYTERIAN CHURCH
744 FAIR OAKS AVENUE
OAK PARK, IL 60302

FAIR OAKS MEMBER: YES NO

DATE(S) REQUESTED: _____

HOURS REQUESTED: _____

PURPOSE: _____

CHURCH MEMBER/STAFF SPONSOR: _____

SPONSOR PHONE & E-MAIL: _____

WILL THE SPONSOR BE PRESENT AT EVENT? YES NO

BUILDING USER PHONE NUMBER: _____

NUMBER OF PEOPLE EXPECTED: _____

AREA(S) TO BE USED: Sanctuary Fellowship Hall Parlor Kitchen

Other: _____

USAGE FEE DUE: _____
(PAYMENT IS DUE PRIOR TO DATE OF EVENT)

FORM OF PAYMENT: CHECK ONLINE

SIGNATURE OF USER: _____

SIGNATURE OF APPROVER: _____

PLEASE SHARE COPIES OF THIS COUNTERSIGNED DOCUMENT WITH THE FOLLOWING PEOPLE:
OFFICE MANAGER (OFFICE@FAIROAKSPRES.ORG) & TREASURER (TREASURER@FAIROAKSPRES.ORG)