

Trinity United Methodist Church
361 Sumner Avenue
Springfield, MA 01108
Phone: 413-737-5311
Email: info@trinityspringfield.org

Room Use Agreement *Please complete entire form.*
Use a separate form for separate events (e.g., non-repeating dates)

Date of Request

Name of Organization

Responsible Person

Non-Profit Status

Federal ID No.

(Attach IRS determination letter)

Address

Organization Day Phone

Email

Organization's Purpose

Event Name and Description

Contact Person's Name

Date(s) Requested

Start Time

End Time

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Will you require extra time before or after the event for set up and clean up? Yes No

Will the event be recurring?

One time only Monthly Weekly Multiple days

Which day of the week?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Asbury Hall	<input type="checkbox"/> Vincent Hall
<input type="checkbox"/> Hale Community Room	<input type="checkbox"/> Parlor	<input type="checkbox"/> Primary Room
<input type="checkbox"/> Grace Chapel	<input type="checkbox"/> Demos Gym	<input type="checkbox"/> Kindergarten Room
<input type="checkbox"/> Children's Classrooms	<input type="checkbox"/> Other Classroom	<input type="checkbox"/> Asbury Kitchen

Anticipated Number of Participants:

Will a participant fee be charged? Yes No

Will food or drink be consumed? Yes No

Special Needs or Requests:

(Note equipment needs here.)

Set Up Instructions:

(Please note the number of required tables, chairs, etc.)

Available table and chairs:

6' round tables 6' rectangle tables 6' training tables (18" deep)
8' rectangle tables red stacking chairs white folding chairs

Release and Indemnity

This Release and Indemnity Agreement is between the above-named organization ("Organization") and our church.

RECITALS

- The church is the owner of the real property and improvements located at 361 Sumner Avenue, Springfield, MA 01108 ("Property").
- **Organization** desires to use the property described above for meetings and other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting *Organization* to use the Property and improvements described above, *Organization* agrees as follows:

1. **Organization** hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of **Organization's** use of the Property. If any member, guest, invitee, or participant of **Organization** makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with **Organization's** use of the Property, **Organization** will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. **Organization** represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, **Organization** will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under **Organization's** general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Date

Signature

Print Name

Title

Credit Card Number & CVV

Expiration Date

Billing Address

FOR OFFICE USE ONLY

Room Use Category:

Request Approved

Request Denied

Agreed Upon Fees