

430 Colonial Road  
Harrisburg, PA 17109  
717.545.1911  
717.545.4760 (fax)  
www.xpointumc.org  
mail@xpointumc.org

*CrossPoint United Methodist Church*  
**FACILITIES USE REQUEST FORM**

*For scheduling and custodial purposes, this form must be in the church at least 10 days prior to the event.  
Room reservations are not complete until approved by church administrator and entered into the calendar.  
Please contact the office seven days prior to your event to confirm all details.*

Program: \_\_\_\_\_

Contact name and phone: \_\_\_\_\_

Room(s) requested: \_\_\_\_\_

2nd Choice: \_\_\_\_\_ Usage fee\*: \_\_\_\_\_

**Room choice cannot be guaranteed and may change based on weekly scheduling needs.**

Date(s) requested: \_\_\_\_\_

One time  Weekly  Bi-weekly  Monthly  Other \_\_\_\_\_

Event start/stop times: \_\_\_\_\_ Setup (day) \_\_\_\_\_ (time) \_\_\_\_\_

Equipment requested\*:

TV/DVD/VCR  PA System  Piano  Projector  Podium  Stage  Other \_\_\_\_\_

Tables: \_\_\_\_\_ Chairs \_\_\_\_\_

Arrangements for **meals/refreshments** must be made with the Pastor of Church Administration. If at all possible, please make your own arrangements. Any outside caterers must have prior approval.

Arrangements for **childcare** must be made at least 14 days in advance with Pastor of Nursery School Ministries.

Room Setup (Please draw a diagram if custodian is to set up the room. No need to complete if you are doing your own setup.)

**\*Additional fees may be charged for refreshments, setup, technical crew, etc.**

*When doing your own setup and cleanup, you are responsible for leaving the facility in a condition equal to or better than which it was found. Thank you!*

FOR OFFICE USE ONLY \$\_\_\_\_\_ Deposit received \_\_\_\_\_ \$\_\_\_\_\_ Final payment \_\_\_\_\_

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
Entered on Calendar by

\_\_\_\_\_  
Date

# User Agreement

This Agreement entered into this \_\_\_\_ day of \_\_\_\_\_ (month) of the year \_\_\_\_\_ by and between the CrossPoint United Methodist Church of Harrisburg, PA ("UMC") and

\_\_\_\_\_ ("User") of  
\_\_\_\_\_ (address).

**WHEREAS**, UMC is the owner of the building located at 430 Colonial Road, Harrisburg, PA 17109.

**WHEREAS**, User desires to use such facilities on the terms and conditions set forth.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and other good valuable consideration, the parties hereto agree to the following:

1. UMC shall make available to the User (description of the facilities)

\_\_\_\_\_ from \_\_\_\_\_ (date and time) to \_\_\_\_\_ (date and time).

2. User agrees to indemnify and hold UMC harmless from any and all liability, including attorney's fees arising out of User's use of the above premises or the building of which the facilities are a part or the parking facilities on or adjacent thereto (hereinafter "the facilities").
3. User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of UMC to insure the User's use of the facilities. It is recommended that the User obtain its own liability and property coverage for its use of the facilities. (Proof of insurance is required? Yes\_\_\_\_\_ No\_\_\_\_\_)
4. User agrees to abide by and obey all laws, ordinances, rules, and regulations promulgated by any government unit having jurisdiction in UMC's locale. User will not engage in any activities in violation of such laws, ordinances, rules, and regulations.
5. User agrees to the following usage fee: \_\_\_\_\_ Half of this amount is to be paid this agreement date with the balance due by the date of the event.
6. User has read and agrees to all the information herein.

IN WITNESS THEROF, the undersigned parties have executed the Agreement as of the date first written above.

Signed \_\_\_\_\_  
(UMC Representative)  
  
CrossPoint United Methodist Church  
  
430 Colonial Road, Harrisburg, PA 17109  
  
717.545.1911

\_\_\_\_\_  
(User Representative)  
  
\_\_\_\_\_  
(User Name)  
  
\_\_\_\_\_  
(User Address)  
  
\_\_\_\_\_  
(User Telephone Number)