

Facility Use Scheduling Form

Member or Regular Attender of Laurelwood?

Yes / No

Group/Organization: _____

Representative: _____

Contact Phone: _____

Facilities requested:

Fischer Hall:

Gymnasium

Kitchen

Classroom 3/4

Other _____

Office Building:

Chapel

Kitchen

Classroom _____

Other _____

Module Building:

Classroom 1

Classroom 2

Classroom 3

Date(s) requested: _____

Time in Facility: _____ Time out Facility: _____
(including setup) (including cleanup)

If this is an ongoing activity...

Agreement is valid from _____ to _____.

(Please refer to Facility Use Policy for further requirements)

Received Certificate of Insurance showing:

1. dates and time of use

2. Laurelwood Baptist Church as additional insured

Date Received: _____

\$75 suggested donation for ongoing use of facility

I have read the Facility Use Policy and agree to accept responsibility for the use of the facilities specified above as outline in that policy.

Representative (Signature): _____

Office Use Only:

Cleared on Calendar. Date: _____

Fees to be collected: Building Custodial Sound Setup Other _____

Fees collected. Date Received: _____

Hold Harmless agreement. Date Received: _____

Discussed: Sound Lights Setup Custodian Wedding Coordinator

Laurelwood Representative to lock facility after use: _____

Laurelwood Baptist Church
Facility Use Waiver & Hold Harmless Agreement

The undersigned is the agent for the organization or entity desiring to utilize Laurelwood Baptist Church (“Laurelwood”) facilities and is authorized to enter into this agreement on behalf of that organization or entity. In consideration of the agreement by Laurelwood to permit the organization or entity I represent to utilize Laurelwood facilities, on behalf of that organization or entity I agree to indemnify, protect and hold harmless Laurelwood, its officers, board members, supervisors, agents, servants, employees, and all private volunteer persons or organizations associated with Laurelwood for injuries or damage to person or property as a result of use of Laurelwood facilities pursuant to this agreement. This agreement shall include, but not be limited to, personal injury, property damage, court costs, attorney’s fees and interest, however caused, as a result of use of Laurelwood facilities.

The undersigned swears under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Organization or Entity: _____

Representative (printed): _____

Signature: _____

Date: _____

Place of Signing: _____

Set-Up Crew Service Room Diagram

Group: _____

Beginning date: _____ **End Date:** _____

Room to be Set-Up: (please complete one diagram for each room to be set-up)

FISCHER HALL AND MODULES	
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Foyer
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Classroom #1/2
<input type="checkbox"/> Library (#5)	<input type="checkbox"/> Classroom #3/4
<input type="checkbox"/> Module (Room #1) <input type="checkbox"/> (Room #2) <input type="checkbox"/> (Room #3)	

CHAPEL BUILDING	
<input type="checkbox"/> Chapel	<input type="checkbox"/> Infant Nursery (#14)
<input type="checkbox"/> Room #11	<input type="checkbox"/> Room #15
<input type="checkbox"/> Room #12	<input type="checkbox"/> Toddler Room (#16)
<input type="checkbox"/> Room #13	<input type="checkbox"/> Other _____

Diagram of Set-Up: (please indicate ALL permanent fixtures, windows, doors, etc.)