



# The Church of the Pilgrimage

## USE OF FACILITY APPLICATION

**DATE OF REQUEST:** \_\_\_\_\_ **DECISION NEEDED BY:** \_\_\_\_\_

### **FUNCTION DATE(S) AND TIMES**

DATE(S): \_\_\_\_\_

SETUP/BREAKDOWN TIMES: (from) \_\_\_\_\_ (to) \_\_\_\_\_

EVENT TIME: (from) \_\_\_\_\_ (to) \_\_\_\_\_

SET UP DATE(S) (if different): \_\_\_\_\_

### **HOST**

ORGANIZATION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### **FUNCTION DESCRIPTION**

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### **EXPECTED HEADCOUNT**

TOTAL ATTENDEES \_\_\_\_\_

ADMISSION CHARGE (if any): \_\_\_\_\_

### **SPACES REQUESTED**

- ☐ Sanctuary (capacity limit: main 210, rear balcony)
- ☐ Allerton Hall (capacity limit: 150)
- ☐ Allerton Hall Kitchen (self-catering or professional catering use is not for prep and cooking, only for reheating, refrigeration, and cleaning)
- ☐ John Robinson Center
  - ☐ Rm 110 (Marks Conference Room) (capacity limit 25-30)
  - ☐ Rm 122 (Stewart Room) (capacity limit 50)

### **EQUIPMENT NEEDED**

- |                                 |  |
|---------------------------------|--|
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Coffee Pots               |
| <input type="checkbox"/> Tables | <input type="checkbox"/> Set-up map (if available) |

### **MUSICAL INSTRUMENTS**

- |   |  |
|---|--|
| <input type="checkbox"/> Steinway Grand Piano (may not be moved without permission) | <input type="checkbox"/> Roche Organ (may not be moved without permission) |
| <input type="checkbox"/> Risers   | <input type="checkbox"/> Rehearsal Piano in Allerton Hall (tuning as is)   |



*I understand that the activity mentioned herein is not sponsored by The Church of the Pilgrimage ("the Church"). The Church is not a representative of the group; nor is the group representing the Church in any way.*

*The Applicant, individually and together with the hosting organization, hereby waives, releases, discharges, and agrees to indemnify, defend, and hold harmless, the Church from any and all liability for any loss, damage, or injury of any nature whatsoever incurred by any person(s) in any way related to the Applicant's use of the property.*

*The Applicant, individually and together with the hosting organization, agrees that there shall be no use of drugs, alcohol, or smoking (including vaping and cigarettes) on the Church property, and the Applicant agrees to prevent such use during or in connection with the Applicant's use of the property.*

*The Applicant, individually and together with the hosting organization, shall be responsible for any and all damages sustained by the Church in connection with the Applicant's use of the property.*

*The Church will not extend coverage for medical payments in case of injury to any individual in attendance. Obligation for any and all medical care shall be the responsibility of the individual and/or sponsor and costs of medical care shall be paid by that individual and/or sponsor.*

*The Church assumes no responsibility for lost, stolen, or missing items. All personal items must be removed at the end of the event. In case of the building not being able to be opened, the Church assumes no liability in lost revenue by the party(s) signing this agreement.*

*My signature is my agreement for the fees and conditions herein. I have been given a copy of this agreement.*

## **SIGNATURES**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Role in Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of Trustee Ministry Team  
Signature

\_\_\_\_\_  
Printed Name

The Church of the Pilgrimage  
Chairman of Trustee Ministry Team

\_\_\_\_\_  
Date