

Presbyterian Church of Deep Run
16 Irish Meeting House Rd., Perkasie, PA 18944
Phone: 215-249-3689
Email: office@pcdeprun.org

Facilities Reservation Form Procedure for Room Reservation

- Return the completed form to the church secretary.
- Session will review the submitted form for approval on the second Thursday of the month, and you will be contacted following our monthly meeting.
- **This form must be updated annually.**

Organization: non-profit/profit (circle one) _____

Name of Person Responsible: _____

Address: _____

Phone: Day _____ Night _____

Email Address _____

Room requested _____ Time of Use _____ to _____

Date(s) of Use _____, _____, 20____

Meet: _____ weekly _____ monthly _____ bi-monthly –(indicate which weeks)

How many in the group: _____ Adults _____ Children

Purpose of meeting: (please explain in detail) _____

Will you need a key? Yes No

Will food be served? Yes No

Will you use the kitchen? Yes No

There will be a \$150.00 rental fee for Hoopes Hall and/or kitchen and a \$100.00 cleaning/security deposit refundable upon inspection of facilities that are determined to be in the same or better condition following completion of the event. This fee is for outside family and groups not previously approved by PCDR.

I have read the guidelines and regulations for the use of the PCDR church facilities and agree to adhere to all of the PCDR policies.

Signature of individual or representative of the organization

Printed name

Administrative Assistant use only:

Church Contact Person: _____

Date Contacted: _____, 20____

Result of contact: _____

Certificate of insurance on file Yes No Expiration date _____

Room Assigned: _____

Date Approved: _____

Fee Charged: _____

Key given to: _____ Phone _____

Key received: _____, 20____

Key returned: _____, 20____

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In the event that an outside organization does not carry, or, in the opinion of the Session, is unable to obtain the aforementioned insurance, the Session may approve use of the facilities by said organization if the organization executes the following statement as part of its application:

We, the undersigned, in consideration of the waiver of insurance requirements by the Presbyterian Church of Deep Run for facility use, hereby agree to indemnify, save and hold harmless the Presbyterian Church of Deep Run of and from all claims for damage to property or injuries to persons arising hereafter against the Presbyterian Church of Deep Run, its assets or members, which claims may arise from our use of facilities of the Presbyterian Church of Deep Run and, further, we do hereby agree to indemnify the Presbyterian Church of Deep Run of and from all loss or liability, including attorney's fees, as may be asserted against the Presbyterian Church of Deep Run, including any fees incurred by the Presbyterian Church of Deep Run in defending against such claims.

Signature of individual or representative of the organization