Internal Ref. #
Event Name:

BOY SCOUT/CUB SCOUT Facilities Scheduling Request

Augustus Lutheran Church, 717 W. Main Street, Trappe, PA 19426

Instructions for Scheduling use of Augustus Facilities

- 1. Check the calendar on the Augustus web site www.augustustrappe.org under "About Us/Calendar" to see if the location and date of your event are available.
- 2. Complete the BOY SCOUT/CUB SCOUT Facilities Scheduling Request (BSFSR). This form can be accessed from the Calendar page on the web site or contact office@augustustrappe.org and the Parish Administrator can send you one.
- 3. To ensure availability for your event, submit the IFSR to the Parish Administrator NO LATER than the last Thursday of THE MONTH PRIOR to your event. Forms received after that date will not be reviewed or approved until the following month's Vestry Meeting.
- 4. The Facilities Coordinator may contact you with questions prior to the Vestry Meeting.
- 5. The Vestry will review and approve your event at their monthly meeting (the first Tuesday of the month).
- 6. You will be contacted by the Facilities Coordinator with the status of your request.

Stipulations and Hold Harmless Agreement

- 1. Augustus is a non-smoking, alcohol-free facility.
- 2. Certificates of Insurance may be required by Vestry for outside vendors.
- 3. The Undersigned agrees to act as the Augustus Point of Contact for this event.
- 4. The Undersigned is responsible for ensuring that:
 - a. No tape of any kind is to be adhered to any painted surface within the facility including walls, doors, and woodwork.
 - b. Only the rooms requested and approved on the FSR and adjacent bathrooms are to be used.
 - c. The dishwasher is NOT to be used unless approved by Vestry.
 - d. Following your event, all lights are turned off, all outside doors are closed, and no water is running within the areas used (including adjacent bathrooms).
- 5. The undersigned does hereby agree to hold harmless and indemnify Augustus Lutheran Church, their officers, agents and employees from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required arising from the actions of the undersigned in the course of the event detailed on the attached IFSR.

2/8/2017

Internal Ref. #
Event Name:

BOY SCOUT/CUB SCOUT Facilities Scheduling Request

ent Name:	Augustus Lutheran Church,				
Date of Request:	1	717 W. Main Street, Trappe, PA 19426 Boy Scout Troop Event			
Date of Request.		☐ Boy Scout Troop Event ☐ Cub Scout Den Event (Den #) ☐ Boy Scout Council Event ☐ Cub Scout Council Event			
			Cub Scout Pack Event		
Event Title:			# of Attendees:		
Contact Name:		Phone #:			
Contact E-mail address:					
Event Date(s):	Start T	ime:	End Time:		
Set Up Date/Time:	Breakd	Breakdown Date/Time:			
Rooms Requested		Scouts provide their own room set up and break down.			
☐ Fellowship Hall (no kitchen)*	Please return th	Please return the location to its original condition when finished.			
☐ Fellowship Hall (with kitchen)*					
☐ Nave (church)		PLEASE NOTE: You are authorized to use only the rooms specified on this form			
☐ Chapel (as is)					
□ Old Church	and ad	and adjacent restrooms as approved by Vestry.			
☐ Classroom (room #)*	All events ar	All events are subject to spot checks to ensure compliance.			
☐ Classroom (room #)*	Any damage sus	Any damage sustained to property should be reported immediately.			
☐ Classroom (room #)*					
□ Nursery					
☐ Sexton					
	_				
Food Service Information: (Check all that apply)		Set Up Options: (Check all that apply)			
☐ No food being served		□ Podium			
☐ Snack and beverages only		☐ Projection Screen			
☐ Some use of heating equipment		☐ Sound System/Microphone			
☐ Caterer Caterer start time:					
Room Selection/Set Up Diagram					
Fellowship Hall: If you are requesting and chairs on the attached diagram.	g the use of Fellowship	Hall, please indi	icate your preferred set up of tables		
Classrooms: Please reserve classroo	ms by number or designation	ation as shown	on the attached diagram.		
<u> </u>					

2/8/2017 2

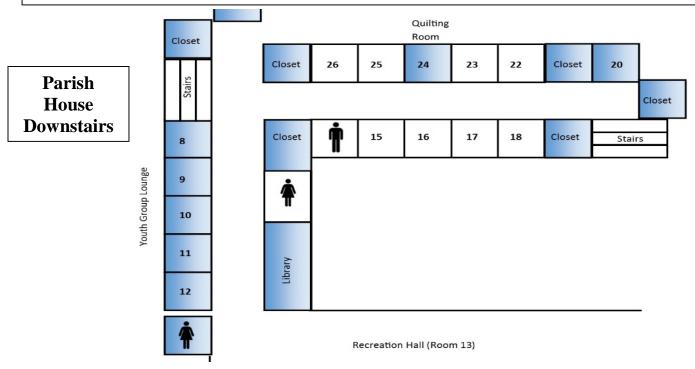
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Indicate Rooms/Spaces you would like to reserve for your event on the diagram below.

PLEASE NOTE: You are authorized to use only the rooms specified on this form and adjacent restrooms as approved by Vestry. All events are subject to spot checks to ensure compliance.





2/8/2017