REQUEST/ WORK ORDER FOR USE OF FACILITIES

Augustus Lutheran Church
717 West Main St., Trappe PA 19426
610-489-9625  office@augustustrappe.org

Date of request  Organization

Contact Name  Phone#  email

Event Title  #of attendees

Event Dates  Start time  End time

Set up date/time  Breakdown date/time

Amounts listed are the minimum donations for use of the facilities and are inclusive. Circle all that apply.

<table>
<thead>
<tr>
<th>Room</th>
<th>Augustus Member (private event)</th>
<th>Outside Group (room capacity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowship Hall (no kitchen)</td>
<td>$0</td>
<td>$200</td>
</tr>
<tr>
<td>Fellowship Hall w/ kitchen</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td>Recreation Hall w/kitchen</td>
<td>$0</td>
<td>$100</td>
</tr>
<tr>
<td>Nave (church)</td>
<td>$0</td>
<td>$200</td>
</tr>
<tr>
<td>Chapel (as is)</td>
<td>$0</td>
<td>$150</td>
</tr>
<tr>
<td>Old Church</td>
<td>$0</td>
<td>$200</td>
</tr>
<tr>
<td>Classrooms (room # )</td>
<td>$0</td>
<td>$30 each</td>
</tr>
<tr>
<td>Nursery</td>
<td>$0</td>
<td>$30</td>
</tr>
<tr>
<td>Sexton</td>
<td>$75</td>
<td>$150</td>
</tr>
</tbody>
</table>

Totals

$  

Stipulations and Hold Harmless Agreement
1. Please submit all forms to the church office a minimum of 45 days in advance for Vestry approval.
2. The sexton fee per event/per day is non-negotiable.
3. Upon Vestry Approval, outside groups are required to pay a non-refundable deposit of 50% of total cost to place the event on the calendar. Balance due one week prior to event.
4. All outside groups must submit a certificate of adequate insurance.
5. All donations are non-tax deductible.
6. The Undersigned agrees to act as the Augustus Point of Contact (POC) for this event.
7. The Undersigned is responsible for ensuring that:
   7a. No tape of any kind is to be adhered to any painted surface within the facility including walls, doors, and woodwork.
   7b. The dishwasher is NOT to be used. The dishwasher located in the Fellowship Hall kitchen is NOT included in the hall rental.
   7c. 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).

I have read and agree to abide by the stipulations listed above.

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 out of the actions of the undersigned in the course of the event detailed above.

Authorized Signature __________________________  Date: __________________________

Office use only:

Date approved by Vestry by Proof of Insurance Yes No by
Deposit $ rcvd date by Bal. Due rcvd date by
Sexton Scheduled:
Event: __________________________  Date: __________________________  Contact: __________________________  Phone: __________________________

**Food Service information:** *(circle all that apply)*

- No food being served
- Snack and beverages only
- Caterer (contact info., insurance)
- Some heating use of kitchen equipment
- Food Service start time___________

*Outside groups must provide all food service equipment.*

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**Set-Up Style (8 ft. Tables)**

- U-Shaped...# of chairs _________ # of tables _________  Use room as is
- Open Square ...# of chairs______ # of tables __________  Theatre. .. # of chairs________

**Options:**  Podium  Projection Screen  Sound system/Mic.

**Additional notes:**

Please provide a drawing of your desired set–up:

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**Stage**

**Fellowship Hall**

Kitchen

**Fellowship Hall**

**Recreation Hall**

**K I T C H E N**

**Coat**  **Closet**

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