Facilities Scheduling Request
Augustus Lutheran Church,
717 W. Main Street, Trappe, PA 19426
610-489-9625 office@augustustrappe.org

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 Facilities Scheduling Request (FSR). 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 FSR 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). Approval is contingent on Vestry Authorization and availability of the Sexton (as required by the vestry).

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. The Sexton fee per event/per day is non-negotiable.
   Checks for the sexton should be paid to the order of Dave Ward.

3. Upon Vestry Approval, outside groups are required to submit payment in full one week prior to the event.

4. Certificates of Insurance may be required by Vestry for outside vendors.

5. The Undersigned agrees to act as the Augustus Point of Contact for this event.

6. 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. The dishwasher is NOT included in the hall rental.
   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).

7. 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 FSR.

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

Authorized Signature:_________________________________________________ Date:______________

Event Name:___________________________________________________ Event Date:______________

Office Use only:
Date Approved by Vestry:________________ by________________
Fee Received Date:_______________________ by________________
Sexton Scheduled:__________________________ cc: Sexton Date:_______________

12/22/2016
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<table>
<thead>
<tr>
<th>Room</th>
<th>Augustus Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(private event)</td>
</tr>
<tr>
<td>Fellowship Hall (no kitchen)*</td>
<td>$0</td>
</tr>
<tr>
<td>Fellowship Hall (with kitchen)*</td>
<td>$0</td>
</tr>
<tr>
<td>Recreation Hall (with kitchen)*</td>
<td>$0</td>
</tr>
<tr>
<td>Nave (church)</td>
<td>$0</td>
</tr>
<tr>
<td>Chapel (as is)</td>
<td>$0</td>
</tr>
<tr>
<td>Old Church</td>
<td>$0</td>
</tr>
<tr>
<td>Classroom (room #) (private event)</td>
<td>$0</td>
</tr>
<tr>
<td>Classroom (room #) (private event)</td>
<td>$0</td>
</tr>
<tr>
<td>Classroom (room #) (private event)</td>
<td>$0</td>
</tr>
<tr>
<td>Nursery</td>
<td>$0</td>
</tr>
</tbody>
</table>

Sexton: $75 per area $150 per area

**Totals**

Food Service Information: (Check all that apply)
- No food being served
- Snack and beverages only
- Some use of heating equipment
- Caterer

Set Up Options: (Check all that apply)
- Podium
- Projection Screen
- Sound System/Microphone
- Caterer start time:

Room Selection/Set Up Diagram

**Fellowship Hall:** If you are requesting the use of Fellowship Hall, please indicate your preferred set up of tables and chairs on the diagram on the reverse.

**Classrooms:** Please reserve classrooms by number or designation as shown on the diagram on the reverse.
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.