

Overbrook Presbyterian Church
6376 City Avenue, Philadelphia, PA 19151-2505
(215) 877-2744
FAX: (215)-877-0523, e-mail: info@overbrookpresb.org

USE OF SPACE AGREEMENT: FOR ONE-TIME EVENTS

Welcome to Overbrook Presbyterian Church! As a user of our facility you are required to follow our guidelines and treat our building with care. Use only the rooms assigned and if/when your needs change, fill out a new request form, convey it to the Church office and we will try to accommodate you. Church activities will always have priority, but an effort will be made to offer other accommodations.

I. Regulations.

1. Individuals and groups using our facilities must be in compliance with any laws and regulations that apply to them or to the services or activities they offer and are responsible for obtaining any necessary licenses, use permits and the payment of any taxes or similar fees.
2. Users shall leave the premises in a neat, "broom clean" condition. User is responsible for the repair of any damage to our facility caused by User.
3. Responsible adults must directly supervise children in attendance.
4. OPC spaces are available for rent for a minimum of three hours.
5. Room rates include heating, air conditioning, and the use of tables and chairs.

II. Indemnification. User shall indemnify and hold harmless Overbrook Presbyterian Church jointly and severally from and against any and all claims arising from the User's use of the Overbrook Presbyterian Church facilities.

III. Fees. User shall pay a space fee in accordance with the Shared Use Policy and Rates available at www.overbrookpresb.org under **Facilities Rental** as of the date of this Agreement. A \$25 refundable deposit is due at the time of application.

Name of User: _____ Contact person: _____

Organization/Purpose of Meeting: _____

Address: _____

Phone: _____ Email: _____

Today's Date: _____ Proposed Date and Hours of Event: _____

Requested room/s: _____ Expected No., of attendees: _____

Signature of User: _____ Application Date: _____

Date received: _____ Total Fee: _____

Signed: _____ for Overbrook Presbyterian Church, Date _____

Accepted / User: _____ Date: _____