 First Presbyterian Church

200 E. Boutz Rd., Las Cruces, NM 88005

575-526-5559

**Sanctuary Use Request Form**

* Buildings may not be used for any for-profit activities

Date of request: \_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of event: \_\_\_\_\_\_\_\_\_\_ Type of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of event: \_\_\_\_\_\_\_\_\_ Hours actually needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custodial fee: \_\_\_\_\_\_\_\_\_\_\_

Will there be a free will offering: Yes or No

* Alcohol and tobacco in any form shall not be served or consumed anywhere within the boundaries of the Church’s property.
* No food or drinks allowed in the Sanctuary.
* No charging a fee at the doors.
* A Certificate of Liability Insurance is required with a $1 million Minimum. Please add First Presbyterian Church as an additional insured and provide binder to office staff no later than 3 days prior to your event.

Signature of requesting party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Presbyterian Church:

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Signature Printed Date

[**INDEMNITY REGARDING USE OF PREMISES**](https://www.lawinsider.com/clause/indemnity-regarding-use-of-premises). Lesser agrees to indemnify, hold harmless, and defend First Presbyterian Church of Las Cruces and/or any Agent acting on its behalf from and against any and all losses, claims, liabilities, and expenses, including reasonable attorney fee, if any, which First Presbyterian Church may suffer of incur in connection with Lessee’s use of the Premises.