

First Presbyterian Church  
1965 Colfax Street, Concord, CA 94520  
Phone: 925-676-7177 \* Fax 925-825-3357

### **FACILITY RESERVATION FORM**

Today's Date \_\_\_\_\_

Group Name \_\_\_\_\_ Event \_\_\_\_\_

Event description (short) \_\_\_\_\_

Is this event a  one time  daily  once a week  once a month event?

Day of Week \_\_\_\_\_ Time needed \_\_\_\_\_ AM/PM

Date(s) requested: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

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

Space Requested: \_\_\_\_\_

### **INSURANCE REQUIREMENTS**

Outside groups and individuals are responsible to provide general liability, bodily injury and property damage insurance coverage. Proof of insurance, naming First Presbyterian Church Concord as additional insured is required. Said insurance shall apply on a primary basis.

### **HOLD HARMLESS AGREEMENT**

I am a legally constituted representative of the Group named on all rental papers and hereby agree by my signature to hold First Presbyterian Church Concord, the Session, Board of Trustees and/or any officer, agent or employee thereof, free and harmless in every way and defend from all suits of actions at law arising from loss, damage, liability, cost or expense for the occupancy of the facility or premises, regardless of responsibility or negligence, including profession liability for services rendered by the Group.

Signature \_\_\_\_\_

Date signed: \_\_\_\_\_