



# THE DILLE PARISH

## Building Rental Agreement

<b>BUILDING TO BE RENTED:</b>	<input type="checkbox"/> Parish House	<b>USE REQUEST:</b>	<input type="checkbox"/> One Time Use
	<input type="checkbox"/> Potterville Hall		<input type="checkbox"/> Ongoing Program
	<input type="checkbox"/> Potterville Tables and/or Chairs		

Name (organization/individual): \_\_\_\_\_

Please Check the line that applies:  For Profit  Non-profit  Social/Educational

Contact Person(s): \_\_\_\_\_

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

Phone numbers: day: \_\_\_\_\_ evening: \_\_\_\_\_ cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Program Name/Description: \_\_\_\_\_

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Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Space Needed: \_\_\_\_\_

Will the program be open to the public?  Yes  No

What ages will be served? \_\_\_\_\_ Expected Attendance? \_\_\_\_\_

Describe supervision: \_\_\_\_\_

*While there is no set fee for use of the Dille Parish buildings or tables and chairs, DONATIONS ARE GREATLY APPRECIATED to help cover operating costs. Your donation should be left at the Parish House office, in the donation box. Checks should be made payable to: The Dille Parish*

THE PERSON SIGNING THIS REQUEST ACCEPTS THE RESPONSIBILITY FOR SUPERVISING THE EVENT, FOR THE CARE OF THE BUILDING AND ANY DAMAGES THAT OCCUR ACCORDING TO THE PROTOCOLS ON THE ATTACHED FORM.

**Please be aware that tobacco products, weapons, alcoholic beverages and smoking are NOT permitted anywhere on our property or within our buildings!**

\_\_\_\_ I HAVE READ AND AGREE TO THE INDEMNIFICATION PROVISION FOUND ON THE BACK OF THIS FORM.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

The Parish House is open Tuesday, Thursday & Friday, from 9 am-Noon.  
Please call (570) 744-1637 with any questions or concerns.  
You may bring the request form in to the church office or mail it to:  
The Dille Parish, 903 Main Street, Le Raysville, PA 18829

### **Indemnification Provision (Whole Harmless Agreement)**

User shall, to the maximum extent permitted by law, indemnify; and save harmless Church and all of its trustees, officers, directors, employees, representatives and agents, as well as its successors and assigns, against and from all costs, expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, claims and demands of every kind or nature, including reasonable counsel fees, by or on behalf of any person, party or governmental authority whatsoever arising out of: (a) any failure by User and any of its trustees, officers, directors employees, invitees, licensees, representatives, and agents, as well as its successors and assigns, to perform any of the agreements, terms, covenants or conditions of this Lease, (b) any accident, injury or damage, including without limitation injuries to persons and/or damage to property, which shall happen in or about the Church Premises or appurtenances, however occurring, and maintenance, alteration, repair, use or operation of the Church Premises, or any part thereof, during the term, (c) any failure to comply with any laws, ordinances, requirements, orders, directions, rules or regulations of any federal, state, county or city governmental authority, (d) any mechanic's lien, conditional bill of sale or chattel mortgage filed against the Church Premises or any equipment therein or any materials used in the construction or alteration of any building(s), fixtures or improvements thereon, or (e) User's possession of the Church Premises and/or the operation of its business on the Church Premises.

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## Building Rental Checklist

Office Hours: Tuesdays, Thursday & Friday 9 am - Noon  
Phone: (570) 744-1637

We hope you enjoy using our facilities! We ask that you please help us keep it clean and safe for others. Our office staff is available to answer your questions.

To gain access to the building for your event, please make arrangements with Dee Ford, Concierge at (570) 744-6029 or the Parish House office staff. (570) 744-1637.

After Your Event, Please complete the following checklist and return this form to Dee Ford, Dille Parish Concierge:

- Clean up spills.
- Sweep and/or vacuum as needed.
- Return tables and chairs to where you found them.
- Turn off and unplug coffee makers.
- Make sure appliances are turned off.
- Be sure bathrooms are clean.
- Close all windows.
- Take refuse with you.**
- Turn out lights.
- Lock all doors.

Place this checklist on the kitchen counter of the Parish House, Attention: Dee Ford, Dille Parish Concierge

Thank You,  
Dee Ford, Dille Parish Concierge  
and The Dille Parish Staff

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Phone Number

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should you need any assistance during your event, please feel free to contact any of the following:

Dee Ford	570-744-6029
Martha & Chris Young	570-744- 2247