



## Request to Use the Campus

Welcome to the Church of the Good Shepherd! We are glad to share our campus with our neighbors in this community, and hope that you find our facilities to be comfortable and welcoming.

To work best with you, we need to be clear about who is using our property, what parts of the campus will be used, what activities are planned, and who will be responsible while you are here. We also need to cover the legal and insurance bases that are necessary in today's world. By completing the form below, you will help us to accomplish all those things. We will also ask you to sign a separate Hold Harmless Agreement. If either one of us determine that the organizations use is not working out, either one of us can terminate the agreement at any time.

*While you are on our campus, if you find anything that needs our attention, please let the church office [727-733-4125] know about it at your earliest convenience.*

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

Name of the organization: \_\_\_\_\_

Name of the person completing this form: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

What does the organization plan to do on campus? \_\_\_\_\_

What rooms or areas of the campus are being requested? \_\_\_\_\_

Dates and times of use? \_\_\_\_\_

If this is a recurring use, how long does the organization plan to use our facilities? (*No longer than one year; a new form must be completed every August.*) \_\_\_\_\_

Does the organization have its own insurance (personal injury/property damage)? YES NO

*If so, we would prefer that Good Shepherd be on the policy as a named insured.*

Name(s) of the person(s) on site during the activity who will be responsible for the organization's activities:

Emergency Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature and Title of person completing this form: \_\_\_\_\_

### FOR OFFICE USE

Is the organization's signed Hold Harmless Agreement on file? YES NO

Is the organization's insurance certificate on file? YES NO

Is Good Shepherd a named insured? YES NO

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

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

June, 2014

**639 Edgewater Drive • Dunedin, Florida 34698 • 727-733-4125**

[www.churchgoodshepherd.org](http://www.churchgoodshepherd.org)  
[goodnews@churchgoodshepherd.org](mailto:goodnews@churchgoodshepherd.org)



## HOLD HARMLESS AGREEMENT

Between Approved Users of Church  
Facilities and the Church of the Good  
Shepherd

\_\_\_\_\_ shall indemnify, defend and hold harmless  
*(Name of Individual or Group)*  
the Church of the Good Shepherd, Dunedin, FL and the Episcopal Diocese of Southwest Florida  
and their respective officers, directors, employees, agents and representatives harmless from  
and against any and all claims, demands, causes of action, losses, liabilities, damages and  
expenses (including reasonable attorney's fees and costs) arising out of or in connection with  
any allegations brought against The Church of the Good Shepherd and the Episcopal Diocese  
of Southwest Florida and their respective officers, directors, employees, agents from any cost  
and expense (including reasonable attorney's fees) arising out of the use of the premises or  
property of the Church of the Good Shepherd by the undersigned.

By:

\_\_\_\_\_  
Name of Individual or Group

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date