## **West-Mont Christian Academy Facilities Reservation Request Form**

Date(s) Requested for Event:	Room(s) or Area Requ	ested (Please be specific)	):		
Contact Information: Organization:	Date(s) Requested for Event:			Approx. Number Attending	
Contact Information: Organization:	Time Requested for Er	ntry: Tim	e Event Begins:	Time Event Ends:	
Address:	Detailed Purpose of Ev	/ent:			
Address:					
City, State, and Zip:	Contact Information:	Organization:			
Phone:		Address:			
List Any Requested Items (i.e. chairs, tables, overhead projectors, TV/DVDs, piano, gym equipment, sound equipment, portable stage, etc.) along with the number needed and location where it is needed:  (If set-up is required, please provide a diagram on the reverse side of this form)  When completed, send this form to:  Dr. James Smock - West-Mont Christian Academy 873 South Hanover Street - Pottstown, PA 19465  Please note: The Lord's facilities here at WCA are scheduled on a first-come-first served basis, with WCA functions taking priority with proper and sufficient notification. While some requests may be tentatively scheduled, dates are not considered reserved until this document has been completed and approved by the Administrator of the academy. West-Mont Christian Academy retains the right to refuse entry to our facilities at any time, for any reason.  The user, as signed below, understands and acknowledges that the activities listed above carry inherent risks and as such, the user does voluntarily assume risks on behalf of those entering into the activities for which the facility is to be used. The user also agrees to hold harmless, indemnify, and defend West-Mont Christian Academy, i.is employees, volunteers, or agents from any and all liability, claims, judgments, and costs which may result from any person using the building, its entrances and exits, building equipment and facilities, and surrounding areas for user's purposes. The user also agrees to hold harmless, indemnify, and defend West-Mont Christian Academy, i.is melproyees, volunteers, or agents from any and all liability, claims, judgments, and costs which may result from any person using the building, its entrances and exits, building equipment and facilities, and surrounding areas for user's purposes. The user also agrees to hold harmless, indemnify, and defend West-forth in the guidelines document are not adhered to as listed on the guidelines document are not adhered to as listed on the guidelines document are not adhered to as listed on t		City, State, and Zip: _			
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Use Approved By Date of Approval//  Received: Insurance Certificate// Copy of Caterer's License// Deposit \$  Distribution: Original to Office Copy to Requester Janitor Maintenance	Signature		Position	Date	
Received: Insurance Certificate/ Copy of Caterer's License/ Deposit \$  Distribution: Original to Office Copy to Requester Janitor Maintenance	WCA Administration Us	e Only)		Data of Assessed 1	
Distribution: Original to Office Copy to Requester Janitor Maintenance					
	Rev. 09/2011				