

# Building Usage Agreement

## St. John's Lutheran Church

\_\_\_\_\_ has applied for permission to use the Fellowship Hall at St. John's Lutheran Church, Little Suamico, WI. on \_\_\_\_\_ during the hours of \_\_\_\_\_ to \_\_\_\_\_ for a cost of:

Church member	\$50.00 rent	\$50.00 security deposit
Non Church member	\$125.00 rent	\$100.00 security deposit
Group or Organization	\$125.00 rent	\$125.00 security deposit

The use of the Fellowship Hall will be for \_\_\_\_\_.

Extra equipment requested: Tables \_\_\_\_\_, Chairs \_\_\_\_\_, Other \_\_\_\_\_.

Approximately how many people are expected to attend this function? \_\_\_\_\_ (Maximum???)

Person signing must be 21 years or older, and must be available at all times during activity to supervise participants and attendees.

The building is to be opened at \_\_\_\_\_.

Properly filled out forms and full use fee payment must be received by the Church no less than ten (10) business days prior to date of use.

### BUILDING GENERAL REGULATIONS

1. We reserve the right to refuse any and all building rental requests.
2. The request for church facilities shall not interfere or conflict with worship or ministry events.
3. The possession or use of alcohol, narcotics shall not be permitted on the property. Smoking allowed outside of the building.
4. Shirts and shoes are required.
5. Fellowship Hall users must provide at least one adult activity supervisors who will be on the premises during the entire period. These designated supervisors shall be responsible to see that all building rules, regulations, and laws are adhered to by participants and those attending; any violations will be reported to Maintenance Coordinator. The adult activity supervisor will be available to resolve any issues that arise during event or may be reported by representative. If the Maintenance Coordinator is called in, or repairs are deemed necessary after the event, additional charges may be levied (parts and/or labor). Extra charges will be due in 10 days upon invoicing.
6. The Church is not responsible for crowd control or any criminal activity that takes place during use.
7. Whenever the rules and regulations have been violated, the Maintenance Coordinator, with the approval of the Council, may revoke the permit to use the facilities and refuse to consider future Building Usage Agreement.
8. All building use agreements are for specific facilities and hours. It is the responsibility of the applicant to see that unauthorized portions of the properties are not used and the premises are vacated as scheduled.
9. The Church assumes no liability for personal injury or property damage.
10. All functions shall close by 10:30 p.m., unless special permission is secured in advance from the Maintenance Coordinator.
11. *The group or individual understands that there can be no alterations or changes of any equipment.*
12. The rules and regulations for the use of the church facilities and the application use permit have been read and are understood.

Signature \_\_\_\_\_ (Must be 21 years or older)

Date \_\_\_\_\_ Print Name/Organization \_\_\_\_\_

Phone number \_\_\_\_\_

Maintenance Coordinator \_\_\_\_\_

Date \_\_\_\_\_

**Properly filled out forms and full rental fee payment must be received by the Church no less than ten (10) business days prior to date of activity.**

## Indemnity

I, the undersigned, on behalf of myself and my organization/group, undertake and agree to indemnify, hold harmless against any and all suits and causes of action, claims, charges, costs, damages, demands, expenses (including, but not limited to attorney's fees and cost of litigation), judgments, civil fines and penalties, liabilities or losses of

any kind or nature whatsoever, for death, bodily injury or personal injury to any of my group's persons, or damage or destruction to any property of either party to this agreement, or third persons in any manner arising by reason of or incident to utilization of the facility or property (whether real or personal) on the part of the employees, agents, affiliates, representatives, patrons, residents, and individuals in any way connected with the use of the facilities and property except for the sole negligence of the Church, or its Board, representatives or employees.

I, for and on behalf of my organization/group have carefully read and understand the contents of this document.

Date

\_\_\_\_\_  
Signature

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