

Application for Facility Use

Date of Event _____ Date of Application _____

Time of Event _____ Type of Event _____

Organization (if applicable) _____ Profit / Non-Profit _____

Contact Name _____ Phone: _____

Email: _____ Member / Non-Member _____

Time to arrive: _____ Time to depart _____

Suggested Minimum Donation for Facility Usage

	<u>Member Donation</u>	<u>Non-Member Donation</u>
Non-Profit Organization:	1-50 people \$100.00	\$150.00
	51-100 people \$125.00	\$200.00
	>100 people \$175.00	\$250.00
Profit Organization	1-50 people \$125.00	\$175.00
	51-100 people \$150.00	\$225.00
	>100 people \$200.00	\$300.00
Family Event	1-50 people \$100.00	\$150.00
	51-100 people \$125.00	\$200.00
	>100 people \$150.00	\$250.00

Will food be served YES / NO (Additional \$50.00 donation for food being served)

St. John Lutheran Church Facility Usage Agreement

Expectations from persons/groups using St. John Lutheran Church, Burlington Illinois.

1. The church shall be rented according to the set donation form.
2. The person(s)/group using the church facility will provide for their own set-up and clean-up of the area in usage. This is to include: clean up and garbage removal in the following rooms: washrooms, narthex, kitchen, fellowship hall, cry room, meeting rooms, and/or church grounds.
3. The person(s)/group using the above areas will refrain from entering or using the sanctuary, except in the event of a wedding or funeral.
4. Any damage or additional needed cleaning expenses will be reimbursed by the person(s)/group who is renting the church.
5. There shall be no sales of any type of materials in the church or on the church grounds.

6. Childcare will be provided by the person(s)/groups renting the church, and children will be supervised.

7. There shall be no smoking allowed either in the church or on its grounds.

8. The church and its surrounding property shall be treated with respect and care.

9. A facility usage and hold harmless agreement shall be completed by the representative of the person(s)/group renting the church.

Acknowledgment of receipt of this form

By: _____

Witness to signature:

By: _____

Title: _____

St. John Lutheran Church

Burlington, Illinois 60109

Church Facility Usage and Hold Harmless Agreement
Organization with Liability Insurance

I/We the undersigned authorized representative(s) of the city of _____, In the State of Illinois, shall be using the building and grounds of St. John Lutheran Church in Burlington, Illinois, for the purpose of _____ hereafter referred to as the "Activity".

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our organization has general liability insurance with coverage limits of _____ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy

and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Usage and Hold Harmless Agreement this _____ day of _____, 20_____.

_____ (ORGANIZATION NAME)

BY:

Signature: _____

Title: _____

Witnessed: (Church Representative)

BY:

Signature: _____

Title: _____