

PROPERTY USE AGREEMENT and RELEASE FORM

Holy Cross Lutheran Church

Name of Group/Event : _____

Responsible/Contact Person: _____

Mailing Address: _____

Cell Phone: _____ Day Phone: _____

Email: _____

Groups meeting on a regular basis please provide a second contact person:

Name: _____

Cell Phone: _____ *Email:* _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

Frequency: One Time Only _____, Weekly _____, Monthly _____, Other _____

Day(s): Sunday __, Monday __, Tuesday __, Wednesday __, Thursday __, Friday __, Saturday __

General Information

Organization's Purpose: _____

Describe *IN DETAIL* the type of event you will be bringing to our facility. _____

Will tickets be sold or admission charged for your event? No _____, Yes _____

If yes, what will be the ticket prices or the admission fee? _____

If yes, how will the net proceeds of this event be used? _____

Type of Group: Non-profit , For Profit Nonprofit Tax ID Number (if applicable): _____

Rooms Requested (capacity):

- | | |
|---|-------------------------------|
| ___ Sanctuary (300) | ___ Kitchen |
| ___ Fellowship Hall (170) | ___ Back Fellowship Hall (30) |
| ___ Cross Center (25) | ___ Narthex (70) |
| ___ Nursery | ___ Other (list: _____) |
| ___ Sunday School Rooms (12 per room) - Number of rooms needed: _____ | |

Anticipated Number of Participants: _____

Will food or drink be consumed? Yes _____, No _____

Special Needs or Requests: _____

Equipment Needs:

- | | |
|--------------------------|------------------------------|
| TV/DVD/VCR _____ | Organ _____ |
| Overhead Projector _____ | Sanctuary Sound System _____ |
| Piano _____ | Kitchen Appliances _____ |

CERTIFICATE OF INSURANCE REQUIREMENTS

Non-church groups may be required to provide certificates of insurance naming Holy Cross Lutheran Church as additional insured. If such certificate is required it must be turned in to the church office at least a week before the first use. For continuing usage, the form should be renewed annually.

RELEASE AND INDEMNITY AGREEMENT

This Release and Indemnity Agreement is between _____ (organization or individual) and Holy Cross Lutheran Church (for use of the property described above for meetings and other activities.)

NOW, THEREFORE, in consideration of Holy Cross Lutheran Church permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges Holy Cross Lutheran Church and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: _____

Signature of Responsible Person*: _____

Print Name of Responsible Person*: _____

Title: _____

Date: _____

**Must be the same Responsible Person listed on page 3.*

PLEASE NOTE: Any Church function will take precedence over non-church function. We cannot promise the facilities to any non-church affiliated group for a specific date, for an extended period of time. Non-Church affiliated activities may need to be rescheduled or cancelled if there is a conflict with a church function.

Church Use Only	
Request Approved _____	Request Denied _____
Signature: _____	
Date: _____	