

# Agreement for Use of Church Facilities

Trinity Lutheran Church | 308 East Brayton Road, Mt. Morris, IL 61054

We wish to use the following church facilities (circle one or more):

Sanctuary

Chapel + Kitchenette

Fellowship Hall

Library (downstairs)

Kitchen

Nursery

Date of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Time event begins & ends: \_\_\_\_\_

Time requested for church doors to be opened for set-up: \_\_\_\_\_

Number of people expected at the event: \_\_\_\_\_

Church equipment requested (circle one or more):

TV/DVD player

Sound equipment

Screen

Piano

Pipe organ (if approved by parish musician)

Tables: long # \_\_\_\_\_; # of chairs/table: \_\_\_\_\_ (9 available)

round # \_\_\_\_\_; # of chairs/table: \_\_\_\_\_ (10 available)

Lift (use of this will require a trained operator to be present & compensated at a flat rate of \$75)

Name of person responsible for event: \_\_\_\_\_

Street address, city, state, zip code: \_\_\_\_\_

Phone contact: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date request made: \_\_\_\_\_

# Agreement for Use of Church Facilities

Trinity Lutheran Church | 308 East Brayton Road, Mt. Morris, IL 61054

**Upon placing my signature on this document, I agree to the following:**

1. Hold Trinity Lutheran Church and its employees harmless for any and all losses, including attorney fees, damages, expenses, and liability arising out of the use of Trinity Lutheran Church property.
2. Pay for all damages and/or losses to church facilities, furniture or equipment arising out of its use of church property, whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, including custodial costs, the choice of which is at the Church Council's discretion. A damage/loss deposit may be required.
3. Furnish a certificate of insurance (upon request) verifying that the organization maintains adequate insurance coverage against personal injury and/or property loss.
4. Prohibit the selling, giving or drinking of any alcoholic beverages or use of tobacco products on the church premises.
5. Confine the attending group solely to the area approved for use.
6. Observe the time limits in the agreement.
7. Pay rental fees and custodial cost (if applicable), by cash or check made payable to Trinity Lutheran Church, one week prior to the event.
8. All church property must remain on the premises, unless prior written arrangements have been made.
9. The damage/loss deposit may be used or forfeited if any terms of this agreement are violated.
10. This agreement must be approved by the Executive Committee and may be subject to change on 30 days' written notice by Trinity Lutheran Church.

I agree to pay Trinity Lutheran Church the following fees by cash or check one week prior to the event:

- Church/equipment rental TOTAL: \_\_\_\_\_
  - Sanctuary \$100
  - Chapel & Kitchenette \$50
  - Library (downstairs) \$25
  - Nursery \$25
  - Fellowship Hall/Kitchen \$100
- Custodial fee: \$50 flat fee
- Event facilitator (assigned by Trinity) fee: \$100 flat fee (This person will be available during the event to unlock doors, turn on lights, and provide whatever supplies are needed.)
- Media Operator: \$50 flat fee (This person will assist with all sound & media equipment.)
- Lift Operator: \$75 flat fee

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by church official: \_\_\_\_\_ Date: \_\_\_\_\_