Please complete the following to reserve space at Christ Lutheran Church (CLC):

1. Complete both sides of this form including signature of responsible party;
2. Payment of the Building Use Fee is due one week before the event;
3. Provide proof of insurance if requested;
4. Obtain signed approval by the Pastor or member of CLC Executive Committee.

Will money be collected/tickets sold and used for profit?

☐ No ☐ Yes *If yes, your event may be prohibited. Please review policy for details.*

Will an exemption to the alcoholic beverage policy (#17 in Appropriate Use Policies) be requested?

☐ No ☐ Yes

Are you requesting consideration for a reduced or waived fee based upon your status as a non-profit or community service group?

☐ No ☐ Yes

EVENT INFORMATION	
Name of Group/Requestor	
Space Requested	
Date Requested	
Time Requested	
Total Hours Requested (include set-up/tear-down)	
Number of people expected	
Use of Kitchen	☐ No ☐ Yes
Custodian Services needed	☐ No ☐ Yes
Describe the event	
CONTACT INFORMATION	
Contact Person	
Cell Phone	
Address	
Email	

FACILITY USE RENTAL AGREEMENT
USER CERTIFICATION & BUILDING APPROVAL

User Certification: I am a duly authorized agent of the event or applicant organization. I understand it is my responsibility to read and comply with the Building Use Policies. Further, the applicant and I do hereby agree to release, indemnify and forever hold harmless Christ Lutheran Church, its officers, employees, and representatives from all liability, claims, losses, damages, or expenses (including expense of litigation) resulting from any actual or alleged injury to or death of any person or from any actual or alleged loss or damage to any property caused by or in any respect resulting from the applicant's admittance or activities at the facilities. The applicant and I do hereby agree to limit all activities in accordance with the Buildings Use Policies and to return the assigned rental space in a clean and undamaged condition and agree to reimburse CLC for any damage arising from the applicant's use of the facility. CLC reserves the right to refuse rental for any reason.

Primary Contact Signature: _____ Date: _____

Primary Contact Printed Name: _____

For CLC Use:

*Property Mgmt. Committee Signature: _____

*Church Admin Signature: _____ Date: _____

Christ Lutheran Church Representative: (Council or Committee Officer or Pastor)

Representative Signature: _____ Date: _____

Representative Printed Name: _____

**Required*

Fees: _____ Set by: _____ To be paid prior to: _____

Refundable Damage Deposit _____
(to be paid by separate check and held until after the event.)