

**Union Evangelical Lutheran Church
5500 Route 873 Schnecksville, PA 18078**

APPLICATION FOR USE OF FAMILY LIFE CENTER

by Members of Union Lutheran Church for personal use

I. FAMILY LIFE CENTER USE REQUEST

| | | | | |
|---|-----------------------|-----------------------|----------------------|--------------------|
| <i>Name of Individual:</i> | | | | |
| <i>Date(s) Requested:</i> | <i>Alternate Date</i> | <i>Snow Date</i> | <i>Starting Time</i> | <i>Ending Time</i> |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| Normally the building is vacated by 10:00 p.m. | | | | |
| <i>Intended use of room/space:</i> | | | | |
| Please indicate preference: | | | | |
| ____ \$50.00 requested donation from U.L.C. members when user sets up, tears down, cleans-up FLC. | | | | |
| ____ \$200.00 fee from U.L.C. member for custodian setting up, taking down, cleaning FLC | | | | |
| <u>Donation is requested at time application is made.</u> | | | | |
| Date received: _____ Amount received: _____ | | | | |
| <i>Number of people attending:</i> <i>Adults</i> <i>Children (12 & under)</i> <i>Teenagers</i> | | | | |
| <i>Equipment Request:</i> <input type="checkbox"/> AV Equipment <input type="checkbox"/> Coffee Cart <input type="checkbox"/> Other: _____ | | | | |
| Do you wish to use the kitchen? <input type="checkbox"/> yes <input type="checkbox"/> no | | | | |
| Will there be a caterer? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, a caterer's liability form and proof of insurance and security deposit is required. Form must be obtained by caterer from U.L.C. Office. | | | | |
| List name, address, and phone number of at least one, but preferably two, responsible Union Lutheran Church members who will accept responsibility per adherence to church regulations and who will be present at the time the facilities are being used. | | | | |
| Name: _____ | | Name: _____ | | |
| Address: _____ | | Address: _____ | | |
| _____ | | _____ | | |
| _____ | | _____ | | |
| Home Phone: _____ | | Home Phone: _____ | | |
| Business Phone: _____ | | Business Phone: _____ | | |
| Building key received by: _____ Phone: _____ | | | | |
| This person assumes the responsibility for the key or replacement of lock and key. | | | | |

II. RULES GOVERNING USE OF FACILITIES

- A. No smoking is allowed on the Lutheran Campus. No alcoholic beverages (possession or consumption) are allowed on the Lutheran Campus.

- B. Activity shall be restricted to that area for which permission is granted.
- C. The applicant shall be present before the activity is due to start and remain with the group until all have left. The person in charge is also expected to report damage or hazardous conditions following facility usage.
- D. The applicant will be responsible for any loss or damage to building or equipment as a result of their use.
- E. **Building and equipment must be left in clean and orderly condition.** Trash must be properly disposed of. Failure to do so will result in termination of future use of building.
- F. Arrange furniture as per sketch provided at entrance light switch, at the conclusion of event.
- G. No property or equipment is to be altered or removed from the premises. Decorations shall not be attached to walls or ceilings and shall be of a free standing nature only.
- H. No reservation is final until this application is returned along with payment and approved by the Office Administrator for one time use or the Property Committee for multiple usage.
- I. Authorization to use the facility is granted for legitimate purposes as stated in application and applicant shall assume full responsibility for any unlawful act committed by participants while on the Lutheran Campus.
- J. The Church reserves the right to amend, change, or cancel any of the rules and regulations herein set forth at any time and without prior notice.
- K. This agreement is revocable at any time by the Church.
- L. The Church reserves the right to cancel activities due to inclement weather or other unpredictable conditions.
- M. No activities shall occur while the congregation is worshipping, Holy Week, Lent and other special services.
- N. Report any cancellations to the church office no later than 3 days prior to the scheduled event, excluding weather considerations.

III. SPORTS USAGE:

The Family Life Center is open for basketball, volleyball, athletic and fellowship game activities not apt to damage the facilities.

I agree that all members and guests will observe the above regulations and that we will assume full financial responsibility for any and all damages done to Union Lutheran Church property during the above indicated period of use. Failure by the applicant to enforce any or all rules governing use of facilities shall result in forfeiture or threaten the applicant's future use of facilities. We also agree to at all times hereafter indemnify the above named church against any loss, damage or expense of any kind, which said church may sustain or incur because of use of the above described building by our guests and we will further hold said church harmless for loss of any kind in connection therewith.

Applicant's Signature: _____ (date)_____

Applicant's Name typed or printed: _____

Approved by Signature: _____ (date)_____