

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

APPLICATION FOR USE OF MEETING ROOM

I. BUILDING USE REQUEST

<i>Name of Organization:</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>Room/Area Requested:</i>				
<i>Intended use of room/space:</i>				
\$35 refundable clean-up deposit/meeting room received _____.				
<i>Number of people attending:</i> _____ <i>Adults</i> _____ <i>Children (12 & under)</i> _____ <i>Teenagers</i>				
<i>Please check all that apply:</i>				
Will facility orientation be requested?		_____ <i>yes</i>	_____ <i>no</i>	
Will an admission or other fee be charged?		_____ <i>yes</i>	_____ <i>no</i>	
<i>Equipment Request:</i> _____ <i>AV Equipment</i> _____ <i>Coffee Cart</i> _____ <i>Other:</i> _____				
List name, address, and phone number of at least one, but preferably two, responsible officials of your organization who will accept responsibility per adherence to church regulations and who will be present at the time the facilities are being used.				
<i>Name:</i> _____		<i>Name:</i> _____		
<i>Address:</i> _____		<i>Address:</i> _____		
_____		_____		
<i>Home Phone:</i> _____		<i>Home Phone:</i> _____		
<i>Business Phone:</i> _____		<i>Business Phone:</i> _____		
<i>Building key received by:</i> _____ <i>Phone:</i> _____				
This person assumes the responsibility for the key or replacement of lock and key.				

II. INSURANCE INFORMATION

A certificate of insurance naming Union Evangelical Lutheran Church as an additional insured indicating coverage with minimum requirements of \$500,000 General Liability and \$50,000 Property Damage shall be furnished by applicant as a prerequisite to applicant's use of the facility. **(Such certificate shall be attached to the application).**

III. 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 responsible person in charge of the organization 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 the organization's 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 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.

IV. USAGE DONATION:

There is no fee when use is granted for meeting / classrooms, however a donation to help cover the cost of utilities or maintenance is appreciated.

V. SPORTS USAGE:

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

I agree, on behalf of the above indicated organization, that all members and guests will observe the above regulations and that we, individually, and as an organization, 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 organization's responsible individuals to enforce any or all rules governing use of facilities shall result in forfeiture or threaten the organization's future use of facilities. We also agree that our organization will 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 organization 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)_____