

CHRIST LUTHERAN CHURCH

Application for Use of Church Facilities/Property

TO: Christ Lutheran Church Property Committee

I/We, the undersigned, desire to avail ourselves of the use of the following facilities/property which belong to Christ Lutheran Church.

Facilities

If for weddings, funerals, anniversaries, birthday celebrations, etc., give complete description with specific time and date(s), number of people to be served, use of kitchen/utensils, etc. If for use of rooms, specify size required, frequency of use, date and time.

Property

Give complete of description of property to be used.

Charges

There will be no specific charge; however, a donation to help defray our costs will be greatly appreciated. (Christ Lutheran Church Women (CLCW) request a payment of \$25 per use of either kitchen; however, this does not apply to funerals for members.)

I/We understand that we are totally responsible for any lost, stolen or damaged property while under our jurisdiction and agree to reimburse Christ Lutheran Church for any loss and/or expense incurred in connection therewith. Also, I/we agree to be bound by the terms and conditions on the reverse side of this application form.

NAME (please print): _____

SIGNED: _____

ORGANIZATION AND TITLE: _____
(if applicable)

DATE: _____

Terms and conditions for the use of Christ Lutheran Church facilities/properties are as follows:

The applicant agrees to be totally responsible for the property while being used and agrees to reimburse Christ Lutheran Church for any loss or damage incurred while the facilities/properties are used.

Although applicant is not expected to “clean” the premises after use, the applicant will be expected to return the property to generally the same condition in which it was received. Furniture will be returned to its original position, garbage generated will be accumulated and placed in receptacles provided, lights that were used will be turned out, windows closed and locked before the premises are vacated, and, if the applicant is the last to be leaving the building, will make certain that all doors are closed, locked, and the building secured.

Rules and regulations governing the use of church facilities and/or church property for other than direct church-related activities:

1. Any requests received for the use of church facilities and/or church property for other than church-related activities are under authority of the Christ Lutheran Church Property Committee.
2. Church facilities and/or the use of church property will not be authorized until it has been scheduled and recorded in the church office.
3. Persons responsible (individuals or organization representative(s)) will be required to sign a “Christ Lutheran Church Property/Facilities Use” form from the church office. An original and one copy of THE FORM will be prepared and signed the user/borrower. The signed original will be held in the church office and the copy will be given to the user/borrower.
4. The church will be recompensed for any facilities/property that is lost, stolen, or damaged while under the jurisdiction of the individual or organization using same.
5. A fee schedule for certain uses of church facilities/property will be established, reviewed, and updated annually in February if needed. Usage fees will be recommended by the Property Committee and approved by the Church Council.