

Application for Use of St. Luke's United Methodist Church

Name of Group _____

Responsible Party's Name _____

Address _____

City _____ State _____ Zip Code _____

Best Contact Phone _____ Alternate Contact Phone _____

Email _____

Date _____ Time _____

Event Time _____

Facilities Requested:

Room _____	Fee \$ _____
Room _____	Fee \$ _____
Room _____	Fee \$ _____
Room _____	Fee \$ _____
Room _____	Fee \$ _____
Room _____	Fee \$ _____
Room _____	Fee \$ _____

Other Professional Services Requested:

Pastor _____	Fee \$ _____
Sound Tech _____	Fee \$ _____
Accompanist _____	Fee \$ _____
Soloist _____	Fee \$ _____
Steinway Piano _____	Fee \$ _____
Other _____	Fee \$ _____
Other _____	Fee \$ _____

Estimated Subtotal \$ _____

\$100 Damage / cleaning deposit \$ _____

\$25 Deposit per Key / Key Card \$ _____

Estimated Total Fees \$ _____
(due 5 days prior to event)

\$100 Deposit to Hold Reservation

Received Date _____

Check # _____

Key / Card Deposit \$ _____ Paid Date _____ Returned Date _____ Initials _____

Damage Deposit \$ _____ Paid Date _____ Returned Date _____ Initials _____

Notes:

Regulations Governing Use

1. Return all tables, chairs, and other furnishings to the original positions after your function. A room diagram or photo is available for reference. Each group is responsible for returning rooms to the original condition before departure.
2. Report damage, breakage, or accidents of any kind to a member of the church office staff or a Church Trustee immediately. Damage or cleaning fees may be assessed at the Trustees discretion.
3. Report all physical injuries to a member of the church office staff or a Church Trustee immediately after attending to the injury.
4. Smoking is not allowed in the building. Smoking is only permitted at designated spots outside the building. Dispose of cigarette butts in the provided container. Use or possession of alcohol or drugs on the property is strictly prohibited.
5. Each group using the church is responsible for turning off all lights and locking all doors and windows before leaving the building.
6. The facility closes at 10:30pm. All activities must be completed and cleaned up by 10:30pm.
7. External doors are not to be propped open. If an external door is unlocked at the beginning of the meeting, it must be re-locked at the end of the meeting.
8. Do not nail, staple, tape or fasten banners, posters, or wall hangings to the interior or exterior of the building.
9. Furniture may not added to the room.
10. The church property may not be used in any manner that creates a nuisance or hazard to the community.
11. Activities are restricted to areas contracted in the *Application for Use of St. Luke's United Methodist Church*. Other rooms, even if they are empty, are not to be used. If additional space is needed, the building use contract should be amended. Use of the piano & organ, sound & video systems, and nursery are by special arrangement only.
12. Parents and/or adult sponsors must be present at all times to supervise youth (under age 18) and children's activities.
13. Groups bringing food into the facility must supply their own table service, plates, cups, utensils, napkins, etc. Trash must be removed from the building and placed in the dumpster in the south parking lot.
14. St. Luke's reserves the right to relocate activities in the facility to accommodate Church activities. The church office will attempt to notify the group prior to their meeting. Last minute changes to meeting locations may be posted in the lobby.
15. If the building use is on an ongoing basis, the church office must have current contact information.

User agrees to save, indemnify, and keep harmless St. Luke's United Methodist Church against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (User's employees included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations or activities conducted by User, save and except claims or litigation arising through the sole negligence or sole willful misconduct of St. Luke's United Methodist Church. It is the intention of the parties that the indemnity provided for by this Agreement provides for indemnity to the fullest extent provided for by law.

Failure to comply with these regulations may result in the termination of a group's right to use the church property, and/or loss of deposit fees.

Signed _____ Date _____
User Representative

Signed _____ Date _____
Church Representative