

BUILDING SPACE REQUEST

PLEASE SUBMIT TO THE CHURCH OFFICE AT LEAST TWO WEEKS PRIOR TO REQUESTED DATE.

GENERAL INFORMATION

St. John's Evangelical Lutheran Church
 67 Litchfield Avenue
 Depew, New York 14043
 716/683-3947

Today's Date _____
 Reservation Day/Date(s) _____ On-going? Y / N
 Hour Activity Begins _____ Hour Activity Ends _____
 Number of People Expected _____

Group Name: _____
 Contact Person: _____ Phone Number: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-Mail Address: _____
 Describe the Event that will take place: _____

 Are you a church member? _____ Will there be an admission charge for your activity? _____
 Do you need custodial service? _____ (Refer to columns 2 and 3)
 Do you need another staff person present? _____

1. SPACE REQUEST

<input type="checkbox"/>	Church Sanctuary
<input type="checkbox"/>	Small Basement
<input type="checkbox"/>	Large Basement
<input type="checkbox"/>	Youth Room
<input type="checkbox"/>	Mother's Room
<input type="checkbox"/>	Counting Room
<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Other:

2. EQUIPMENT REQUESTED

	Quantity	
<input type="checkbox"/>	Chairs	_____
<input type="checkbox"/>	Tables (long)	_____
<input type="checkbox"/>	Tables (round)	_____
<input type="checkbox"/>	Podium	_____
<input type="checkbox"/>	Easel	_____
<input type="checkbox"/>	Projector	_____
<input type="checkbox"/>	Screen	_____
<input type="checkbox"/>	TV/DVD/VCR	_____
<input type="checkbox"/>	Other:	_____

Please attach a separate sheet of paper describing or diagramming how you would like the room set up. This is considered part of the Custodial Service. See column 3 for further details.

3. REGULATIONS

- Organizations or person requesting space will not include person under the age of 18 unless chaperoned.
- Area of use is limited to the space requested.
- **DEPOSIT: There is a \$50 REFUNDABLE fee for church members and \$100 NON-REFUNDABLE FEE for nonmembers (\$50 check/\$50 cash).**
- The requestor is responsible for **SET-UP** and **TAKE DOWN**. All floors must be **SWEPT AND MOPPED** and **ALL TRASH MUST BE REMOVED FROM THE CHURCH PROPERTY**. The space must be cleaned and **RETURNED TO THE ORDER IT WAS IN BEFORE YOUR ACTIVITY**.
- For church members if **CUSTODIAL SERVICE IS REQUESTED OR REQUIRED** the deposit will **NOT** be refunded.
- No alcohol is permitted on the premises.
- A building use fee of \$100.00 may be applied at the discretion of Church Trustees.
- The organization requesting the space will be responsible for any damaged or missing property.

Signature of Requestor: _____ Date: _____

FOR OFFICE USE ONLY
 Approved by: _____ Added to calendar: _____ Fees Required: _____
 Fees Received (due 1 week before event) Y / N Received by: _____ Date: _____

Building Use Agreement

This agreement by St. John's Lutheran Church and between _____ will take effect
Personal Name or Organization Name

on the _____ day of _____ in the year _____ . _____ has been
Personal Name or Organization Name

Given permission to use _____ of St. John's Lutheran Church for the purposes described on
Describe location in the church building
the building request form.

_____ has permission to use said space from _____ until _____ on
Personal Name or Organization Name *Time* *Time*
_____.
Date

Or _____ has permission to use said space each _____
Personal Name or Organization Name *Specify Days*
from _____ until _____ for a period of _____ ending on _____.
Time *Time* *Specify* *Specific Date*

It is Therefore Agreed By and Between the Parties:

1. St. John's Lutheran Church agrees to let above said person or Organization use the above described premises for the above described purpose.
2. The above said user agrees to pay St. John's Lutheran Church any agreed upon fees; namely _____ for the use of the premises on or before the signing of this contract. The user also agrees to remove trash from the property and return the building space occupied to it's original condition.
3. The above said user agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of St. John's Lutheran Church, which is a biblically-based religious institution.
5. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
6. Organizations promises and warrants that it carries liability insurance. The User will provide a certificate of insurance to St. John's Lutheran Church at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made St. John's Lutheran Church "additional insured" on User's policy with respect to the use by User of the above described premises.
7. User agrees to hold harmless, indemnify and defend St. John's Lutheran Church (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the St. John's Lutheran Church (including Owner's agents, employees and representatives) or otherwise.
8. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
9. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and war rants that the premises will be used only if it is in a safe condition.
10. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.
11. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
12. St. John's Lutheran Church has the right to temporarily cancel use of the building without prior notice if circumstances arise that require use of the building for church related activities. Notice will be attempted whenever possible.
13. The Church may terminate this Agreement, for cause with 3 days advance written notice or, for no cause at all, with 15 days advance written notice of such termination. User may terminate this Agreement, for cause or no cause at all, upon giving St. John's Lutheran Church 30 days advance written notice of such termination. Upon termination, the User shall remove any and all equipment it may have stored on the premises and facilities.
14. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this _____ day of _____ Year of _____ .

Signed: _____ Signed: _____
St. John's Representative *User*

Position (Title) *Position (Title)*