



# Building space request

St. John's Lutheran Church  
 67 Litchfield Ave. Depew, New York  
 (716) 683-3947 v www.sjlcdepew.com

For Office Use Only	
Approved by:	_____
Added to Church Calendar?	_____
Fee amt?	_____ date rec'd: _____

## GENERAL INFORMATION

Group Name	_____			Contact Person	_____		
Address	_____		City	_____		State and zip	_____
Email	_____			Phone	_____		

## BUILDING USE AND EVENT DETAILS

Today's Date	_____	Reservation Day / or Dates	_____				
Ongoing?	_____	Start time	_____	End time	_____	Entry at?	_____

Briefly describe the event that will take place

Space Requested		Equipment Requested		Regulations
		Item	Quantity	
<input type="checkbox"/>	Conf. room	<input type="checkbox"/>		<p>Organizers or persons requesting the space will not be under the age of 18. Any participant under the age of 18 must be supervised by adults over the age of 21.</p> <p>Area of use is limited to the space requested. Participants DO NOT have free reign of the full church building.</p> <p>There is a 50.00 REFUNDABLE fee for members of St. John's Lutheran Church. There is a 100.00 NON REFUNDABLE fee for non-members of St. John's.</p> <p>The requestor is responsible for set-up and take down. All floors must be swept, floors mopped and trash removed from the church property. The space must be returned to the order it was in before your activity. Failure to do so will result in a 75.00 custodian fee for members and non-members at the discretion of St. John's Lutheran Church Trustees.</p> <p>No Alcohol is permitted anywhere on church property.</p> <p>The individual or organization requesting this space will be responsible for any damage or missing property.</p>
<input type="checkbox"/>	Fellowship hall	<input type="checkbox"/>	Chairs	
<input type="checkbox"/>	Sanctuary Conf.	<input type="checkbox"/>	Tables	
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Podium	
<input type="checkbox"/>	Other	<input type="checkbox"/>	Easel	
Will there be a charge for event?				
Number of people expected?				
Are you a charitable organization?				

## OTHER

member of St. John's?	_____	If not, how did you learn about St. John's?	_____
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## SIGNATURE

Signature of Requestor	_____	Date	_____
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# 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 1 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: \_\_\_\_\_  
*St. John's Representative*

Signed: \_\_\_\_\_  
*User*

\_\_\_\_\_  
*Position (Title)*

\_\_\_\_\_  
*Position (Title)*