

Property Use Agreement and Release Form

Abiding Presence Lutheran Church
1550 Walton Blvd., Rochester Hills, MI 48309

Date Request Submitted: _____

Organization Information

Name of Organization/Person _____

Purpose of Use: _____

Responsible Person: _____

Organization/Person Address: _____

Day Phone: _____ Cell Phone: _____

Email: _____

Meeting Information

Date(s) Requested: _____

Time including set-up and clean-up Start: _____ End: _____

General Information

Describe the type of event you will be bringing to our facility, including number of participants.

Will tickets be sold or admission charged for your event? _____

If yes, what will the ticket price or admission fee be? _____

If yes, how will the net proceeds of this event be used?

Is your group a non-profit organization? _____

If a Nonprofit 501(c)(3), Nonprofit Tax ID Number: _____

Areas to be used:

- | | |
|---|--|
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Youth Room |
| <input type="checkbox"/> Lounge | <input type="checkbox"/> Classroom # _____ |
| <input type="checkbox"/> Narthex (entry area) | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Other (list) _____ | |

Other Needs:

- | | |
|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Piano/organ | <input type="checkbox"/> Tables |
| <input type="checkbox"/> Sound system | <input type="checkbox"/> Chairs |

Anticipated Number of Participants: _____

Will food or drink be consumed? _____

Special needs or requests:

Certificate of Insurance Requirements – Non-church groups are required to provide certificates of insurance naming Abiding Presence Lutheran Church as additional insured. A certificate should be turned in to the church office at least a week before the first use. For continuing usage, the form should be renewed annually.

Fee arrangement – the parties understand that the fee for each use of the building will be _____

Release and Indemnity Agreement

This Release and Indemnity Agreement is between _____ (organization and individual) and Abiding Presence Lutheran Church for the use of the property described above for meetings and other activities.

NOW, THEREFORE, in consideration of Abiding Presence Lutheran Church permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

Organization or individuals hereby indemnifies, holds harmless, releases and discharges Abiding Presence Lutheran Church and its administrator, directors, agents, officers, members, volunteers, and/or employees from any and all liability, claims, demands, losses or damages arising out of the use of the property.

ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Building Use Policy and the Rules and Regulations of the congregation (a copy of these two documents has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

When possible we attempt to make our facility available for groups. Our first priority is congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by the church and finally to other nonprofit organizations.

Approval for use of the grounds and/or facilities of the congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the ELCA.

Congregational Use

Request Approved

Request Denied

Signature: _____ Date: _____