

MESSIAH LUTHERAN CHURCH FACILITIES USE CONTRACT and RELEASE FORM

Purpose: For single or multiple use by non-members, organizations not sponsored by members, and organizations that are not part of the MLC mission. Please see Policy for details

Name of Organization: _____
Responsible Person: _____
Address: _____
Contact Person's Name: _____ Day Phone: _____
Fax: _____ Email: _____ Cell Phone: _____
Organization's Purpose: _____
Date(s) Requested: _____ Start Time: _____ End Time: _____
Frequency: ___ One Time Only ___ Weekly ___ Monthly ___ Other _____
Which day of the week: ___ Mon ___ Tue ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun

General Information

Describe *IN DETAIL* the usage you are requesting and number of people attending. (Use additional pages if necessary.)

Will a donation be requested, or will tickets be sold or admission charged for your event?
If yes, what will be the amount collected per person?

Yes _____ No _____ Price _____

If yes, how will the proceeds be used?

Is your group a Nonprofit 501(c)(3) organization? Yes: _____ No: _____

If yes, provide your Nonprofit Tax ID Number: _____

Does your group have insurance to cover the proposed usage?

General Liability:	Yes _____	No _____	Amount _____	Company _____
Medical:	Yes _____	No _____	Amount _____	Company _____
Misconduct:	Yes _____	No _____	Amount _____	Company _____
Other:	Yes _____	No _____	Amount _____	Company _____

Certificate of Insurance Requirements - Groups that are not part of MLC are required to provide certificates of insurance naming Messiah Lutheran Church, Inc. 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.

Facilities/Rooms Requested:

- Sanctuary
- Piano/organ or sound system
- Kitchen
- Children's Classroom
- Adult Classroom
- Narthex
- Fellowship Hall
- Parish Hall
- Playground
- Other (list: _____)

Anticipated Number of Participants: _____

Will food or drink be consumed? Yes No

Special Needs or Requests:

Equipment Needs:

- | | |
|--|---|
| <input type="checkbox"/> Large Screen | <input type="checkbox"/> Round Tables: # _____ |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Chairs: # _____ |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> 8 Foot Tables: # _____ |
| <input type="checkbox"/> Flip Chart and Markers | <input type="checkbox"/> Food Serving Tables: # _____ |
| <input type="checkbox"/> Reception Table at Entrance | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Microphone and Lectern | |

Fee Arrangement

The fee for each use of the building will be \$ _____ or _____ percent of gross income.

I/we have read and agree to the Facilities Policies and Procedures and will follow the Facilities Use Checklist.

Signature/Date of Authorized Individual Representing Organization:

**Messiah Lutheran Church
7740 Highway 72 West
Madison, AL 35758
256.721.0041
office@mlutheran.org**

Release and Indemnity Agreement

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

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

1. Organization or individual(s) ("I") hereby RELEASE, DISCHARGE AND COVENANT NOT TO SUE the congregation of Messiah Lutheran Church, Inc., its corporate entity, _____, its affiliated corporate entities, its administrators, directors/council members, pastors, agents, officers, members, volunteers, and employees, the Southeastern Synod of the ELCA as well as the Evangelical Lutheran Church in America and its affiliated organizations/corporations (each considered one of the "Releasees" herein) from, and covenant not to sue the Releasees for any liability, claims, demands, losses or damages on my account directly or indirectly caused or alleged to be caused in whole or in part by, or by the negligence or strict liability of, the "Releasees"

I agree that if, despite the General Waiver, Release and Covenant Not To Sue, I, or anyone on my behalf makes a claim against any of the Releasees, I will indemnify, save and hold harmless each of the Releasees from any litigation, expenses, attorney fees, loss, liability, damage or cost which may incur as the result of such claim. I intend and agree that this General Waiver, Release and Covenant Not to Sue are to be interpreted to the maximum extent of the law of Alabama allowing such a waiver of claims.

2. 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 Rules and Regulations of the congregation (a copy of Facilities Use Policy and Procedures and Facilities Use Checklist has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: _____

By Authorized Individual (Signature): _____

Print Name: _____

Title: _____

Date: _____

Congregation / Council _____ Request Approved _____ Request Denied

Signature _____ Date _____