

7. Briefly describe the activity planned for the space in as much detail as possible. *See Facility Policy for activities which are not permitted on church premises.*
8. Will you need a certain number or type of tables and chairs for the event other than what is provided in the requested room? No Yes – Explained below: *Set up and reset of room is the responsibility of the requesting individual / group / organization*
9. Will the event require access to the internet, projection equipment, or other audio visual equipment?
 No Yes – as explained below:
10. Will food or beverages be served or consumed as part of the event? No Yes
If Yes, do you plan to use any kitchen equipment (coffee pots, microwaves, refrigerator, etc.)
 No Yes (please explain):
11. Will alcohol be served as part of the event? No Yes
**Please see MLC's Facility Use policy on alcohol consumption on premises and provide further information at the end of this request.*
12. **Will the activity involve the collection of money from those who participate in the event?** Please choose that best answer that matches your proposed event.
| No. Yes - Through Sale/Auction of Items Yes - Free Will Donations Yes - Tickets or Set Fees
If you checked "Yes," please describe how the money will be used. If submitting for a MLC Fundraisers please include the ministry name and fund account if possible.
13. Please include any other details necessary to benefit your request, below.
14. Are you attaching any relevant documents to this request? No Yes (please list them below)

RELEASE AND INDEMNITY AGREEMENT

This Release and Indemnity Agreement is between the undersigned organization or individual and Messiah Lutheran Church, Inc. for use of the property as described in this request.

NOW, THEREFORE, in consideration of Messiah Lutheran Church 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"
2. 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.

ACCEPTANCE OF RESPONSIBILITY FOR USE OF FACILITY

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 and complete the Facility Use Checklist. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the Congregation and MLC's Facility Policy and Checklist found on mlutheran.org.

I/we hereby consent to the Release and Indemnity Agreement. I/we agree to pay any deposits or usage fees relevant to an approved facility use request agreed to by requestor prior to the use taking place. I/we also agree to notify the church office immediately if our event or activity is cancelled, delayed, or needs to be rescheduled.

Signature of Requesting Individual:

Date:

Signature of Authorized Organization Contact

Date:

MLC Use Only: -----

Date Presented to Council _____

Decision of Council:

Declined Deferred (State Reason) Approved Approved with Contingency (Explain below).

Fees or Deposits Required on Usage:

Date Notification Made to Requestor of Status / Fees: _____ By: _____

Fees Accepted? Yes _____ No _____ Date Deposit / Fees Accepted: _____

MLC shall retain all related correspondence in official Council & Office documents for facility use.

The Following Section is to be completed by requesting businesses or organization that are not MLC Ministries or Sponsored Affiliate Organizations.

Certificate of Insurance Requirements

External businesses or organizations requesting use of the space are required to provide a current Certificate of Insurance naming Messiah Lutheran Church, Inc. as an additional insured. Requesting organizations shall obtain this certificate from their business insurance company and provide it to the church office prior to the first use. For organizations that have ongoing contracts with MLC's facility, this certificate must be renewed annually.

Full Name of Business or Organization

Insurance Coverage of Business (required)

Please complete this section below or provide a copy of the organization's Insurance Declarations page as an attached document.

General Liability: No Yes - Amount:
Medical: No Yes - Amount:
Misconduct: No Yes - Amount:
Other: No Yes - Amount:

Company:
Company:
Company:
Company:

Signature

Date: _____

Print Name

Title

Business Phone Number

Messiah Lutheran Church of Madison Alabama

7740 Hwy 72 West, Madison, AL 35758

P.O.Box 526 Madison, AL 35758*

www.mlutheran.org

Please direct any facility Use inquiries to:

Messiah Lutheran Church Congregation Council Attn: Office Manager

(256) 721-0041 | office@mlutheran.org

Office Hours M-F 8:30 a.m. - Noon

**preferred for sending monetary payments to MLC. Deposit checks should be brought to the office in person if at all possible.*