

FACILITIES OR EQUIPMENT REQUEST - ST. LUKE LUTHERAN CHURCH
(fill in entire page please)

Name of group desiring usage _____ Name of person mailing request _____

Address _____ Telephone Number _____

Areas and/or equipment needed _____

Date(s) needed _____ Time needed _____ Estimated attendance _____

Nature of meeting or activity _____

Special arrangements requested _____

Donation requested \$ _____

TO BE SIGNED BY PERSON MAKING REQUEST:

In mailing this request for the use of St. Luke Lutheran Church facilities and/or equipment, I have read the "Property Use Policy and Procedures" of the church and agree to abide by the rules and directions as noted therein.

SIGNED _____ DATE OF REQUEST _____

HOLD HARMLESS AGREEMENT

This agreement is made this, the _____ day of _____, 20____, by and between St. Luke Lutheran Church and the group, _____ (User). In consideration of the desire of the User to use the facilities of St. Luke Lutheran Church, and St. Luke Lutheran Church's decision to allow the User to use the facilities for the purpose of _____ on (show dates and times of usage). _____ The User hereby assumes liability for and does hereby agree to indemnify, protect, save, defend and hold harmless St. Luke Lutheran Church from and against any obligations, fees, liabilities, losses, damages to person or property, penalties, claims, and action imposed on, incurred by, or asserted against St. Luke Lutheran Church, in any way relating to or arising out of the use of the facilities of St. Luke Lutheran Church. The person or persons executing this Agreement for the User does certify that he/she is an authorized official of the User for the purpose of binding and obliging the User to the terms and conditions of the Agreement.

_____ User by _____ (Representative)

Print/type name _____ Title _____ Date _____

For Office Use Only

Date of next meeting of Congregation Council _____ Request Approved _____ Disapproved _____

Date key &/or equipment used _____ Date Returned _____ Condition before use _____ After use _____