

Facility Usage Agreement Form

Name of person or group making reservation

Responsible Party's Name (Advisor, Leader, etc.)

Meeting Date and Time to be used

Reason

(wedding reception, reunion, birthday party, shower, etc.)

<u>Facility needed:</u>			<u>Member Fee for</u>	<u>Non-Member Fee</u>
			<u>Non-Church Wide Function</u>	
Fellowship Hall	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<u>\$25</u>	<u>\$400 (\$100 returned upon inspection)</u>
Youth Center	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<u>\$75</u>
Sanctuary	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<u>\$200</u>

Total Fee Due _____

Date Fee Received _____

I do hereby certify, in representation of the above named person or group, that I have received a copy of the **Facility Usage Rules and Guidelines** and by signing this form indicate that I will observe all rules and regulations listed in the guidelines. I furthermore understand that Daniels Lutheran Church and its affiliates assume no responsibility for any accidents or injuries that may occur while we are on the property owned by Daniels Lutheran Church. I also understand that I and the above named group will be responsible for any damages caused to the property while we are there, for items that are lost or stolen during our usage time, and for the cleanliness of the property owned by Daniels Lutheran Church. I, on behalf of the above named group understand that Daniels Lutheran Church reserves the right to cancel our property usage privileges if any part of this contract is found to be void or invalidated. I further understand that I must complete, sign, and return the *Checklist for Cleaning Fellowship Hall* in order to have my \$100 returned (if applicable).

Signature

Date
