

Wellspring Community Church
2101 Jules Street, St. Joseph, MO 64501
BUILDING USE AGREEMENT

Today's Date: _____ **Requested Usage Date(s):** _____

Event: _____

Organization/Group/Individual
Requesting Facility: _____

Group Sponsor/Wellspring Contact person: _____

Phone numbers: Wellspring Contact Person: _____

***The Wellspringer sponsoring the event must be present at the event.

Other phone numbers (Non-Wellspringer): _____

Requested Areas of Use (Fee may be required):

- _____ Sanctuary
- _____ Community Room
- _____ Main floor childcare rooms– Specific rooms _____
- _____ Main floor kitchen
- _____ 3rd floor classrooms – Specific rooms _____
- _____ Basement
- _____ Basement kitchen

Equipment needed:

- _____ Chairs # _____
 - _____ Tables # _____
 - _____ Requests for other equipment _____
- Please list other equipment you would need from the church (ex. – projector)

Time to open facility: _____ AM _____ PM
Actual event time: _____ to _____

Time to close facility: _____ AM _____ PM

Note: The above agrees to abide by the forgoing regulations and will not hold Wellspring or any of its employees or assigned personnel liable in any way whatsoever for injury or suit of any kind which may arise as a result of use of property. We agree to pay replacement or satisfactory repair sought for any damage caused to said property. Placement of value on the damage is solely a matter for the Board of Wellspring.

We further agree to indemnify and hold said church harmless from all loss, damage or injury; claims, debts or causes of action; legal fees and expenses in defense or prosecution of church rights which may in any way be occasioned by use made by us of said church facilities. We will not make duplicate copies of any church keys.

Signature of Responsible Party: _____

Cell phone # _____ other # _____

OFFICE USE ONLY

Approved By: _____ Key issued ___/___/___ Key returned ___/___/___

Amount: _____ Fees Paid ___/___/___

Assigned Wellspring Staff Personnel

- Custodial _____
- Sound Technician: _____
- Lock/unlock: _____
- Other: _____