

St Luke's Lutheran Church
11020 NC Hwy 801, Mt Ulla, NC 28125
704-278-2710 www.stlukesmtulla.org

Facility Use Request/Agreement

Date Submitted: _____

Name of Person/Group/Organization _____

Address _____ Phone _____

Contact Person _____ Email _____

Person Supervising on Site _____ Phone _____

Nature of event _____

Date(s) of Event _____ Start Time _____ am/pm End Time _____ am/pm

Is this a recurring event? Y/N If yes, How Often? _____ For How Long? _____

Expected Number of people attending: _____

Room(s) or Building(s) Requested: (see page 2)

Equipment Requested: _____
(specific A/V, musical, table cloths, sports, etc...Availability and cost to be arranged)

The above-named group or organization, and the undersigned representative below, acknowledges receipt of St Luke's Guidelines for Use of Fellowship and Activity Building and has read and fully understands and agrees to all guidelines, requirements, restrictions and other provisions, and any special requirements and restrictions required by St Luke's prior to or in the course of such usage.

The undersigned agrees to release, protect, defend, indemnify and hold harmless St Luke's and its council officers, employees, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their or their guests use of the facilities, equipment or premises of St Luke's.

I am an individual and/or authorized agent for the group/event requesting use of these facilities. I have read the terms of the policy, request and agreement and agree to abide by those terms.

Signature _____ Date _____

Print Name _____ Title _____

St Luke's Approval? Approved or Denied
Facility Usage Fee(s) _____ Key Received (date) _____ Key Returned (date) _____

Date _____ Signature _____

Title _____

A Place for Ministry and Service

St Luke's Lutheran Church welcomes the use of its facilities. It is our goal that our space is to be used in a God honoring way, and that all visitors are treated as honored guests.

Types of events and activities that may **not** be held at St Luke's:

- Facilities are not available to outside groups for general profit making activities.
- Organizations engaged in partisan political campaigns. However, the facility may be used as a polling place for elections.
- Any other purpose which the pastoral staff and/or church council considers inappropriate, undesirable or unmanageable, at their sole discretion.

Publicity and Promotion

- Any outside group using publicity material and/or making public service announcements in which the St Luke's name or logo is used must have prior approval by the Church Council.

Property Protection and Legal Liability

- The user assumes all liability for all injuries to persons attending the event and for all damages or loss of user's property or that of guests. In no event shall St Luke's be responsible or liable for any loss or theft of, or any damage to, any articles of property of any group or organization or any member or guest thereof.
- Those using our facilities agree to release, protect, defend, indemnify and hold harmless St Luke's and its council officers, employees, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of the facilities, equipment or premises of St Luke's.
- A Damage/Cleaning Security Deposit is required from non-members for all events, which will be refunded following the activity if no damage has resulted and no additional cleaning is required. Users are responsible for and will be billed for any excessive damages.
- Outside groups to St Luke's *may* be required to provide a Certificate of Liability and Property Damage insurance coverage, for the purpose of covering liability and property damage.
- If a key is provided, all recipients of a key agree to make no duplicates or copies, and to return the key promptly to the church office upon completion of the event.

Facility Use Fees (*indicate below which buildings/rooms are desired*)

Requested	Building or Room	Member & NonProfit	Non-Member
	Fellowship Building Hall	\$0	\$200
	Fellowship Building Kitchen/Buffer Bar	\$0	\$50
	Fellowship Building Parlor	\$0	\$25
	Fellowship Building Classroom 1	\$0	\$25
	Fellowship Building Classroom 2	\$0	\$25
	Activity Building (4 hours or less)	\$0	\$150
	Activity Building (4-8 hours)	\$0	\$200
	Activity Building (full day)	\$0	\$300
	Sanctuary for Weddings (1 rehearsal & service)	\$0	\$250
	Damage/Cleaning Deposit (refundable)	\$0	\$100

Donations are requested and thankfully accepted from members to help cover usage expenses