

**PROPERTY USE AGREEMENT and RELEASE FORM for
First Lutheran Church of South Bend**

Name of Organization: _____
Responsible Person: _____
Address: _____
Contact Person's Name: _____ Day Phone: _____
Fax: _____ Email: _____ Cell Phone: _____
Organization's Purpose: _____
Date(s) Requested: _____ Start Time: _____ End Time: _____
Frequency: ___ One Time Only ___ Weekly ___ Monthly ___ Other
Which day of the week:
___ Mon ___ Tue ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun

General Information

Describe *IN DETAIL* the type of event you will be bringing to our facility, including number of participants.

Will tickets be sold or admission charged for your event? If yes, what will be the ticket prices or the admission fee?

Yes _____ No _____

If yes, how will the net proceeds of this event be used?

Is your group a Nonprofit 501(c)(3) organization?

Yes: _____ No: _____

Nonprofit Tax ID Number: _____

Rooms Requested:

___ Kitchen _____ Fellowship Hall
___ Conference Room _____ Sanctuary

Anticipated Number of Participants: _____

Will food or drink be consumed? ___ Yes ___ No

Special Needs or Requests:

Equipment Needs:

___ Tables: # _____
___ Chairs: # _____

Certificate of Insurance Requirements - Non-church groups are required to provide certificates of insurance naming First Lutheran Church of South Bend as additional insured. A certificate should be turned in to the church office at least a week before the first use. For continuing usage, the form should be renewed annually.

Fee Arrangement

The parties understand that the fee for each use of the building will be \$_____.

Release and Indemnity Agreement

This Release and Indemnity Agreement is between _____ (organization or individual) and First Lutheran Church (for use of the property described above for meetings and other activities.)

NOW, THEREFORE, in consideration of First 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) hereby indemnify, hold harmless, releases, and discharges First Lutheran Church and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

ACCEPTANCE OF RESPONSIBILITY

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. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Congregation

_____ Request Approved

_____ Request Denied

Signature _____ Date _____

