

FACILITY AND EQUIPMENT USE AGREEMENT

Christ the King Lutheran Church
1600 North Genesee, Delafield, WI 53018
Policy 5.2.1

Name(s) of Contracting

Individual(s) _____

Address _____ City _____ Zip _____ Phone _____

On behalf of (Organization) _____ Address _____

For what purpose/ Activity? _____

Equipment requested? _____

Date(s) and time of use: from _____ am/pm to _____ am/pm.

Group size _____ people. Any mobility limitations that would require your space to be on the first floor? Yes No

Rooms or areas of church desired _____

Access to kitchen? _____ If yes, for what purpose _____

Kitchen equipment to be utilized _____

(Some kitchen use may require supervision by church representatives and additional charges.)

INDEMNIFY/HOLD HARMLESS CLAUSE: The above contracting individual(s) do each personally contract to indemnify and to hold CTK harmless from and against any damages, any claim or demand against CTK arising out of the use of church premises by any persons participating in or present because of the scheduled activity, regardless of negligence or wrongdoing by CTK and agree to reimburse CTK all costs of defending any claims.

CONTRACTING INDIVIDUAL(S) are responsible to obtain any necessary insurance; assure compliance with the rules as contained in the Facility and Equipment Use policy; and supervise the use of CTK property. You are legally responsible to CTK for any damage or misuse. And agree to the following:

1. This form must be completed, signed by contracting individual(s) and church representatives, and payment made before the event will be scheduled or facility used.
2. Follow rules posted on the premises.
3. This facility is smoke free.
4. Only alcoholic beverages defined in policy may be possessed or consumed on the premises.
5. CTK does not offer set up/ tear down assistance of area. Contracting party must return the set-up of the area to the way it was found.
6. No commercial activity shall be conducted on the premises.
7. See policy for supervision of children.
8. All posted rules are to be observed including those in the kitchen.
9. Agree to notify the office about any schedule changes immediately. Failure to notify the office of schedule changes can result in a termination of the agreement.
10. Agreements can be ended at any time by CTK for contracting individual(s) failure to abide by the agreement, posted rules, or if and when CTK has the need to use the space and or due to changes in the environment.
11. To facilitate record keeping, all agreements shall end on each August 30th and can be renewed at that time, be renegotiated or ended.
12. Note: the building will be unlocked for a short window of time at the beginning and the ending of the function. The contracting individual(s)/ organizer of the group is to provide a cell phone number to members of their group for late arrivals. Doors are not to be propped open due to safety concerns. Propping doors open is cause for termination of use agreement.
13. Christ the King Lutheran Church reserves the right to change scheduled usage due to services, weddings, and funerals, or the like.
14. Christ the King Lutheran Church reserves the right to cancel any future scheduled use without cause.
All use permits expire automatically on each August 30. Use after expiration requires a new agreement.

Agreed Fees: \$ _____ per _____ Deposit received _____

Date Fee Received: \$ _____ on _____ by _____

CONTRACTING INDIVIDUALS:

CHRIST THE KING LUTHERAN CHURCH

_____ By _____

_____ Date _____

Office use: Room assigned _____ Notifications: doors __, calendars __