



**PROPERTY USE AGREEMENT and RELEASE FORM for Faith Lutheran Church, Spicer, MN.**

Phone: (320) 796-2522

Email: [office@faithspicer.org](mailto:office@faithspicer.org)

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Frequency: \_\_\_ One-Time Only \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Other

Which day of the week: \_\_\_ Mon \_\_\_ Tues \_\_\_ 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Nonprofit Tax ID Number: \_\_\_\_\_

Anticipated # of Participants: \_\_\_\_\_ Will food or drink be consumed? \_\_\_ Yes \_\_\_ No

\*Faith Church dishes and silverware or renter disposables.

**Special Needs or Requests:**

\_\_\_\_\_  
\_\_\_\_\_

## **Rooms Requested**

### **Large Meeting Space**

- Sanctuary
- Dining Hall: 18 round tables, 8 chairs each, served 144. Serving counter is available for use with disposables.
- Gathering Area: 3 round tables, 6 chairs each, soft furnishings(seats 8), bar tables(seats 6).

### **Small Meeting Space**

- Mission Room: 4 leather chairs, (2) 4 foot tables that seat 8.
- Art Room: Children's tables seat 10, (2) 8 foot adult tables that seat 12.
- Fireside Room: soft furnishings seats 7. Conference table seats 12.
- Schmorgasbord: soft furnishings seats 5. 3 work tables seats 12.
- Movement Room: open wide space

### **Misc.**

- Kitchen & Serving Area: equipment (oven, dishwasher, etc.) and church dishes.
- Grounds
- Piano or sound system

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Lock box code given to members for entry if after hours.

Non-members will work with property manager for access.

**Certificate of Insurance Requirements** – Non-church groups are required to provide certificates of insurance naming \_\_\_\_\_ 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.

**Facility Use Arrangement**

The parties understand that the building usage fee will be \$\_\_\_\_\_.

The parties recognize and accept responsibility any and/or damages or custodial costs incurred.

**Release and Indemnity Agreement**

This Release and Indemnity Agreement is between \_\_\_\_\_ (organization or individual) and Faith Lutheran Church permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

NOW, THEREFORE, in consideration of Faith Lutheran Church permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree (s) as follows:

Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges Faith 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 Property Use Resources list of guidelines, and rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

**Name of Organization:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**For Congregation Use:**

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Request Denied

\_\_\_\_\_ Permission Given for Special Usage: \_\_\_\_\_

\*(ie the Music Director for use of musical instruments)

Signature \_\_\_\_\_ Date \_\_\_\_\_