

St John Facility Use Application and Agreement

St John Lutheran Church, 23225 Gill Rd, Farmington Hills, MI 48335 Phone 248/474-0584 E-mail om@stjohn-elca.org

Date(s) of use _____

from: _____ **8am**/pm, to: _____ 5pm

Name of Event/Activity _____

Purpose of use/Activity Description _____

Anticipated Number of Participants _____ Adults _____ Children under 16 _____

Name of Organization/Group _____

Name(s) of Responsible Person(s) _____

Address _____ City _____ State _____ Zip _____

Verified via ID or driver's license _____

Phone: home _____ cell _____ FAX _____ email _____

Facilities requested (usage fees on page 3, see Equipment/Space Request for setup)

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Multipurpose Room (MPR)	<input type="checkbox"/> Classroom(s) # _____
<input type="checkbox"/> Narthex	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Music Room
<input type="checkbox"/> BAC/Gym	<input type="checkbox"/> Kitchen. Prior approval required	<input type="checkbox"/> Youth Room
<input type="checkbox"/> Library	<input type="checkbox"/> For use of convection oven.	<input type="checkbox"/> Nursery

Applicant agree/agrees to abide by the St John Facility and Property Use Requirements and the following:

1. Following receipt of this application, St John Lutheran Church (SJLC) will notify applicant of approval or denial within three (3) business days.
2. Security deposit is due when application is approved. Security deposit will be returned within 7 days after the event if no damage to the building or equipment has occurred or other expenses incurred. If cost to repair damage is in excess of the deposit the applicant hereby agrees to pay for all damages incurred.
3. Upon approval, use is granted only for facility, dates and times requested. **Guests must remain only in areas requested.** Use of other areas of the building are off limits. Additional fees will be required.
4. A full refund of any fees paid will be granted if applicant cancels application at least seven (7) days prior to the scheduled event.
5. SJLC reserves the right to cancel this reservation if the proposed use is considered objectionable.
6. SJLC reserves the right to cancel or reject future use of facilities without cause.

7. Use of helium filled balloons, objects which float upward plus the use **Glitter** and **confetti** are prohibited.
8. Smoking, illegal substance use and weapons are not permitted anywhere on the premises. Alcohol is prohibited anywhere on the property.
9. Applicant must provide close supervision of all participants and activities throughout the event and are responsible for participants' safety. Behavior and language should be appropriate for a church environment. SJLC reserves the right to terminate the activity/event at any time if church personnel observe inappropriate behavior or misuse of any facility; no fee refunds will be issued.
10. Spills should be cleaned up immediately and the event host notified.
11. Upon completion of the activity/event, applicant must leave the facility/ies used in the same or better condition than at time of their arrival. Clean-up should be done per the Clean-up Checklist. If the facilities are not sufficiently cleaned the security deposit may be applied for cleaning/custodial work. Applicant must pay any damage/breakage repair costs within one week of repair.
12. SJLC facilities close at 11:00 pm and the premises must be vacated by midnight. Additional fees will be required if the event extends past midnight.
14. Future fees are subject to change.
15. INDEMNITY/HOLD-HARMLESS CLAUSE: Applicant(s) does/do each personally agree to indemnify and hold St John Lutheran Church (SJLC) harmless from and against any claims, demands or damages made or awarded against SJLC arising out of the use of SJLC's facilities or premises by any persons participating in or present because of the applicant or guests activity, regardless of any acts or omissions by SJLC, and agree to reimburse SJLC for any expenses incurred by SJLC in defending such claims or demands.
16. Applicant(s) may be required to provide a valid certificate of liability insurance naming St John Lutheran Church as an "additional insured". Such insurance must be a comprehensive general liability policy having insurance coverage limits of not less than \$_____and be issued by an insurance company licensed to transact insurance business in Michigan and having an A.M. Best's Insurance Guide rating of: A:XI or better.
17. This form must be completed in full, signed by Applicant(s) and church representative, insurance certificate provided (if applicable), and deposit paid before activity/event will be scheduled or use permitted. All fees are due at the conclusion of the event.

Contracting Person(s):

Representative for St John Lutheran Church:

Signature

Marie Cook	Office Manager
Name	Title

Signature

Signature

Date of Application _____

Date Application Rec'd _____ by _____

Facility Use Application and Agreement

Fee Schedule

<u>Room</u>	<u>Max Capacity</u>	<u>Fees</u>	<u>Comments</u>
Refundable Security Deposit		\$150	
Multipurpose Room (MPR)	130	\$65/hr (b)	Including use of the Kitchen
<ul style="list-style-type: none"> • Additional, on-site event host • Decorating the MPR 		\$100 (c)	Up to 5 hours
Kitchen only	15	\$25/hr	
Classrooms	10 – 12	\$20	
Conference Room	25	\$25	
Gym		\$50/hr.	
Music Room	40	\$30	
Sanctuary	440		Consult with Event Coordinator
Narthex	400		Consult with Event Coordinator
Narthex – coffee area	25		Consult with Event Coordinator
If the facilities are not sufficiently cleaned per Clean-up Checklist		\$145	May be required depending on the event/activity. Consult with Event Coordinator

Total Fees \$ _____

- a. All fees subject to change
- b. \$80/hr if use extends beyond midnight
- c. \$15/hr in excess of 5 hrs.
- d. For weddings, please see separate schedule.
- e. Setup Needs – see the Equipment/Space Request Form

Office use only

Date of approval _____

Security Deposit Amount \$ _____ Date Rec'd _____

Usage Fee Amount \$ _____ TBD _____ Date Rec'd _____

Date Insurance Certificate rec'd _____