

Our Savior Lutheran Church, 298 E. High St., PO Box 1396, Quincy, CA 95971
BUILDING USE APPLICATION & AGREEMENT
(To be returned to the Church Office)

PLEASE PRINT

Name of Organization or Group

Area to be Used (e.g. Sanctuary/Fellowship Hall)

Contact Person

Position

Hours of Use _____

Dates/Days of Use _____

Number of People _____

Check one: One time use _____ Weekly use _____ Monthly use _____

THE FOLLOWING IS TO BE COMPLETED BY ORGANIZATIONS OR GROUPS MAKING USE OF THE CHURCH FACILITIES.

This agreement, if the church facility is used multiple times, shall be for a period not exceeding TWELVE months from _____ to _____ at which time a new agreement shall be signed. The contribution to cost of the use of the facilities will be made MONTHLY IN ADVANCE. CHECKS SHOULD BE MADE PAYABLE TO "OUR SAVIOR LUTHERAN CHURCH," and marked for the attention of the Church Treasurer.

THE APPLICANT, WHETHER FOR SINGLE OR MULTIPLE USE, ACCEPTS AND AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

1. The applicant is / is not (please circle one and initial) a charitable or religious tax-exempt organization with federal tax exemption under Internal Revenue Code paragraph 501(c)(3) and California franchise tax exemption under Revenue and Taxation Code paragraph 23701(d). A copy of applicant's 501(c)(3) exemption letter or other proof of such exemption will be made available should the Church Council request it.
2. The applicant agrees that the Church may monitor the Applicant's use of the facilities, and the Applicant agrees to comply promptly with any reasonable request made by the Church.
3. When the Applicant makes a payment for the use of the facilities, the Church requests that the Charge be called a 'donation' or 'contribution'.
4. The Applicant hereby waives all claims against the Church for damage to property or injury to persons arising out of the Applicant's use of the facilities. The Applicant further agrees to indemnify and hold harmless the Church from any claims, obligations or liabilities arising by reason of the Applicant's use of the facilities. A certificate or other evidence of Public Liability Insurance must be submitted by the Applicant together with this contract.

5. The Applicant understands that the Church reserves the right to cancel its permission to use the facilities upon 1 weeks' notice, should the Church determine that the facilities are needed for a program of the Church, or in case of failure to observe the Church's requests, without notice.

6. The Applicant understands that should the use of the facilities by its organization cause additional expenses, such as cleaning, additional refuse collection costs, or repairs to the Church facilities or equipment, the Applicant agrees to pay for the additional expenses above and beyond the security deposit as provided below. If needed, the Church will bill the Applicant for any such additional expenses and the Applicant agrees to pay for these expenses within 30 days of the billing date. Applicant's initials: _____

7. The Applicant understands that this Application must be approved by the Church's Council or its agent prior to use of the Church's facilities.

The fee for your event as provided in the Fee Schedule and a refundable \$50 security deposit for single use or maximum of \$250 security deposit for multiple uses as provided in Paragraph 6 must be submitted with this application or received by the Church Office prior to building use. The Church Council reserves the right to waive the security deposit at their discretion.

I have read the above conditions of use and will be personally responsible for proper use of the facilities.

DATE: _____

SIGNATURE OF APPLICANT/AUTHORIZED AGENT

ADDRESS OF APPLICANT (including city, state and zip code)

APPLICANT PHONE NUMBER

APPLICANT EMAIL

APPROVED BY:

DATE: _____

COUNCIL AUTHORIZED
REPRESENTATIVE

PHONE NUMBER

Our Savior Lutheran Church, Quincy, CA
CHECK-LIST OF RESPONSIBLE USAGE

Return the Church to the same condition as when you started to use the facility. This includes at a minimum the following

- _____ 1. Vacuum all carpet as needed.
- _____ 2. Wash, dry and put away any items used in the kitchen.
- _____ 3. Return any chairs, tables and other furnishings to their original location.
- _____ 4. Wipe down the kitchen counters and table tops as needed.
- _____ 5. Put any garbage into the large garbage can in the kitchen.

Our Savior Lutheran Church, Quincy, CA
FEE SCHEDULE for Non-Members

1. Weddings: \$200 for Sanctuary \$75 for Fellowship Hall
Pianist: to be negotiated directly with them.
Pastor services: \$250

2. Funerals: \$100 for Sanctuary \$50 for Fellowship Hall
Pianist: to be negotiated directly with them.
Pastor services: \$200

3. General Use: \$200 for Sanctuary \$75 for Fellowship Hall

Note: Security Deposit also applies per “Building Use Application and Agreement.”