**Church Property/Building Use Application**

|  |  |  |  |
| --- | --- | --- | --- |
| APPLICANT INFORMATION – PLEASE TYPE OR PRINT LEGIBLY | | | |
| Name |  | | |
| Organization |  | | |
| Phone |  | **Email** |  |
| Are you a member of Lutheran Church of the Resurrection?  Yes  No | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| EVENT SPECIFICS | | | |
| Date Requested |  | **Hours** | From \_\_\_ to \_\_\_ am pm |
| Description of event: | | | |
| Any additional dates: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| FACILITIES REQUESTED –Please check or circle your request | | | |
| Tier A Rooms | Sanctuary | Fellowship Hall | Other: |
| Tier B Rooms | Luther (choir room) | Kitchen | Family Room |
| Tier C Rooms | Youth Lounge | Library | Sunday School Room |
| Outdoor | Front Lawn/Patio | Nature Preserve | Other: |
| Equipment | Audio \* | Projection \* | TV w/DVD |
| \* See A/V fees below | | | |
|  | | | |

|  |  |  |
| --- | --- | --- |
| Fee Structure | Single Use Fees | Multiple Use Fees |
| Tier A | $400 | $1,300 |
| -Minimum uses/year | n/a | 10 times |
| Tier B | $125 | $600 |
| -Minimum uses/year | n/a | 8 times |
| Tier C | $75 | $300 |
| -Minimum uses/year | n/a | 6 times |
| You may be eligible for a 50% discount on a single use if you are a member of LCR. | | |

|  |  |  |
| --- | --- | --- |
| Other Applicable fees | Member | Non-Member |
| Pastor / Deacon | $200 | $300 |
| Organist/Pianist | $100 | $150 |
| Soloist | $100 | $150 |
| A/V Technician \* | $25 | $35 |

**PLEASE READ THIS PERMIT THOROUGHLY**

Organizations/individuals meeting the requirements on the *“Building Use Policies and Regulations”* disclosure may be authorized to use **Lutheran Church of the Resurrection’s** property/facilities. If approved, you will receive a confirmation via email. Any applicable fees will be included in the confirmation. The person signing the permit will be responsible for ensuring the facility is in the order in which it was found. The person signing the permit is also responsible for any charges as listed on the reverse of this document for use of **Lutheran Church of the Resurrection’s** property/facility.

*"The renter and/or the group using the church property/facility, as a condition of the right to use such property/facility, shall indemnify* ***Lutheran Church of the Resurrection****, shall save it harmless and defend it from any loss and damage to persons or property due to or arising from us of the property/facility under the permit applied for hereunder, and shall defend* ***Lutheran Church of the Resurrection*** *from any and all claims arising therefrom, provided that the same is not caused by any act of the* ***Lutheran Church of the Resurrection*** *members or employees."*

**METHOD OF PAYMENT**

* Payment for building usage should be made payable to ***Lutheran Church of the Resurrection.***
* Fees for Pastor, Deacon, soloist(s), sound technician, and organist should be made payable to the individual(s) prior to services rendered.
* Applications need to be submitted to the church office two (2) weeks prior to the event.
* Payment is due two (2) weeks prior to the scheduled event.

*I agree to the terms listed above: Signature*:

Date:

|  |  |  |
| --- | --- | --- |
| **FOR CHURCH USE ONLY** | | |
| Lead Custodian Signature | | Office Staff Signature |
| Permit Granted:  Yes  No | | Eligible for discount. Yes  No |
| Notes: | | |
| Applicable Fees: | Fees due by: | |