



REQUEST TO USE ST. JOHN LUTHERAN CHURCH PROPERTY

Person or organization making request _____

Address _____

City/State _____

Phone Number _____

Date requested _____

Time _____

Event or reason for request

I request to use the following:

Church _____

Youth Center _____

Will a key be needed?

Yes _____

No _____

Picked up _____ Returned _____

I have read and accept the policies and procedures for the use of St. John Lutheran Church properties as noted on the reverse side of this form.

Signature _____

Date _____

Office Manager's Approval _____

Policies and procedures for the use of St. John Lutheran Church properties

The affairs of St. John Lutheran Church shall have priority in regard to the church properties.

St. John Lutheran Church facilities may be used by members and non-members. Approval is requested by submitting a completed and signed request to use church property form to the church office no more than sixty days and no less than one day before requested date.

There is no charge to use the facilities but donations are appreciated.

Church facilities are to be left clean and in the condition before their use. Damage to the facilities or property is the responsibility of the person or group who requested its use. The facilities and property will be checked before and after each use. If janitorial services are desired, the person signing the request form shall be responsible to contact the janitor and arrange, in advance, for his services and fees.

No equipment or materials are to be left or stored on church property by a person or group whose use of the facilities is not associated with St. John Lutheran Church.

Alcohol is not to be served or consumed on the church property.

The Youth Center is unavailable to rent Monday – Friday 7:00 a.m. – 6:15 p.m.

Waiver of Liability

This agreement releases **St. John Lutheran Church** from all liability relating to injuries that may occur during the scheduled event. By signing this agreement, I agree to hold St. John Lutheran Church entirely free from any liability, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence.

By signing on the front, I forfeit all right to bring a suit against **St. John Lutheran Church** for any reason. I will also make every effort to obey safety precautions as listed in writing and as explained to me verbally. I will ask for clarification when needed.