

First Lutheran Downtown NON-MEMBER Facility Use Request Form

Please return completed form to the church office at least one week prior to your event and as far in advance of the date(s) requested as possible to secure your reservation. A deposit is required to reserve any area of the facility. The deposit is due at the time the Facility Use Request Form is submitted.

Today's date: _____

Name of person and organization (if applicable) making request: _____

Address: _____

Telephone: _____

Person to contact: _____

Type of organization: Profit _____ Nonprofit _____

Other _____ Explain _____

Purpose of event: _____

Day of event: _____

Do you need access to the building prior to event to decorate, etc.? _____

If yes, when? _____

Time you plan to enter, unlock, and disarm building: _____

Start time of event: _____

End time of event: _____

Time you plan to leave, lock and rearm building: _____

Is this an open-invitation event you want to be publicized? Yes _____ No _____

Room(s) of the church you are requesting: (check all that apply)

- Sanctuary
- Chapel/small kitchen
- Fellowship Hall/large kitchen
- Meeting rooms
- Other: _____

How many people are estimated to be in attendance? _____

Have you used the church facilities previously? Yes _____ No _____

Will you need key access to the building? Yes _____ No _____

If yes, please schedule a time with the Office Administrator to pick up the key and security code between the hours of 8:00 a.m. - 12:00 p.m. Monday- Thursday.

Audio, Video and Streaming Technology

Our audio-video technology equipment in the sanctuary (sound system, computer and projectors, cameras and streaming equipment) may only be operated by First Lutheran staff or tech team volunteers trained in its operation. If no staff or tech team volunteer is available and agrees to operate the equipment, it cannot be used.

If your event will be in the sanctuary and you want any of this technology, please complete the appropriate Audio, Video and Streaming Fee Package request in the fee schedule section below, and the office administrator will contact our tech team to ask if anyone is available to operate the equipment. If no one is available, you will not be charged that fee.

You must supply material to be projected on a USB flash drive in a format that will run on a Windows operating system computer. The sanctuary computer does not have a CD/DVD drive. Connecting your personal computer to the sanctuary projection equipment is prohibited.

Sanctuary Instruments

Do you need to use any of our musical instruments? If so, what?

- Organ
- Piano
- Drums
- Keyboard (*NOTE: this instrument is only available if one of the technology packages is selected*)

The use of any of First Lutheran's instruments for performance or practice must be approved by First Lutheran's Music Coordinator.

Accompanist

First Lutheran accompanists set their own fees which are payable directly to them prior to the event.

Space Setup

You are responsible for any space setup needed for your event and for returning the space to how it was set up prior to your event. Microphones and stands are the only equipment in the sanctuary that may be moved. These must be returned to their original positions at the conclusion of your event. No other equipment may be moved.

NOTE

There can be no unattended children in the facility at any time. You are responsible for providing parental or professional childcare. **Any damage** will be billed to the person or organization above for immediate payment.

Audio, Video and Streaming Fee Packages

As stated above, use of audio-visual technology in the sanctuary is dependent on the availability of First Lutheran staff or tech team volunteers to operate the equipment. To request audio-visual technology, please select the technology package you would like, and our Office Administrator will contact staff and volunteers to determine if we can accommodate your request. Once the availability of staff or volunteers has been secured the Office Administrator will reach out with confirmation.

1. Operating sound system, \$50.00 per hour.
Hours needed: _____ Total cost: _____
2. #1 above plus operating computer and projector to run presentation, \$150.00 per hour.
Hours needed: _____ Total cost: _____
3. Everything listed above plus operating cameras and live streaming, \$200.00 per hour.
Hours needed: _____ Total cost: _____

Fee Breakdown:

- Payable to First Lutheran Church:
 Key deposit: \$ 25.00 (refunded upon return of key)
 Facility reservation: \$125.00 (non-refundable but will be applied to hourly use charges)
 Total: \$150.00

- A \$50.00 hourly use fee is charged for use of any space within the facility.
 Total use fee \$ _____ (hours used X \$50.00)
 Less reservation deposit \$ 125.00
 Balance due: \$ _____

- Audio, video, streaming fee, payable to person who will be operating the equipment: \$ _____
- Accompanist fees are set by the accompanist and are payable directly to that person prior to the event.

Payment of all fees is due one week prior to your event. Key deposit will be returned to you when you return the key. Facility reservation deposit is non-refundable but will be applied to the fee for hours the space will be used. If the event must be canceled by you or because of an unplanned First Lutheran Church scheduling requirement (e.g., funeral), deposits and fees will be refunded.

By signing below, you agree that the above information is accurate, and requirements are understood.

Name of person signing this request: _____

Address: _____

Telephone: home: _____ work or cell: _____

Email Address: _____

Please return to Office Administrator either by email: flcsj302@gmail.com, mail or in person at
First Lutheran Church
302 S. 10th St. Saint Joseph, MO 64501

The Office Administrator will contact the Event Leader/Representative with approval once the form has been processed.

For office use

Date received: _____ Received by: _____

Date approved: _____ Pastor's signature: _____

Date approval confirmed with applicant: _____ Confirmed by: _____

Deposit Information

Date received _____ Received by _____ Check No. _____

Date returned _____ Returned by _____ Check No. _____

Liability Considerations

To be signed by authorized representative of the group or organization (hereafter referred to as user) reserving the use of the facilities of First Lutheran Church of St. Joseph, Missouri (hereinafter referred to as First Lutheran Church or church).

I agree to provide First Lutheran Church with a certificate of liability and property damage insurance coverage naming First Lutheran Church as an additional insured prior to my event. If my group does not have liability insurance, I agree, on behalf of my group, to sign a Hold Harmless/Indemnity Agreement before my event occurs.

Event leader/representative signature: _____

Date: _____

Adult Hold Harmless/Indemnity Agreement

The Adult Hold Harmless/Indemnity Agreement is a legal contract between First Lutheran Church and the individual who signs as a participant of an event. It effectively bars the user from making a claim against the church. The church shall not alter the agreement in any way as an alteration could result in nullifying the legality of the agreement. Original copies of the signed Adult Hold Harmless/Indemnity Agreements shall be kept in the church files for at least 5 years. Injuries and accidents are often not promptly reported, necessitating the need for original copies to be maintained.

Church: First Lutheran Church

Facility User: _____

Dates of activity: _____

Type of activity: _____

The above-named Facility User agrees to defend, protect, indemnify and hold harmless First Lutheran Church, 302 South 10th Street, St. Joseph, Missouri, against and from all claims arising from the negligence or fault of the above-named Facility User or any of their agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above-named Activity at First Lutheran Church.

Additionally, the above named Facility User agrees to protect, defend, hold harmless and fully indemnify First Lutheran Church, 302 South 10th Street, St. Joseph, Missouri, for any claim or cause of action whatsoever arising out of the above mentioned Activity or Usage which takes place during the above identified Date(s) of Activity or Usage that is brought against First Lutheran Church by the above named Facility User or their family members whether such claim arises from the alleged negligence of First Lutheran Church, its employees or agents, or the Facility User's negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof shall continue in full legal force and effect.

Signed by: _____

Name (Please Print): _____

Date: _____