

FACILITY AND RESERVATION APPLICATION

Advent Evangelical Lutheran Church LC-MS (church) may, at its discretion, offer its facilities for use by a non-profit organization which affirms that its beliefs and practices, and the planned use of the church are consistent with the church's confession and who are sponsored by a church member or members.

Please refer to the attached *Rules and Regulations for Use of Church Property*.

EVENT INFORMATION

Name of Group: _____

Date of Event: _____ Time of Event: _____

Contact Person Name: _____

Phone: _____ Email Address: _____

Please Describe Event: _____

I have read and understand this agreement and the church's *Rules and Regulations for Use of Advent Lutheran Church*, which by reference is a part of this agreement. I agree to be bound by them.

APPLICANT INFORMATION

Printed Name of *Applicant: _____

*Applicant should be a current officer of the organization requesting use of the church facility.

Signature of Applicant: _____ Date: _____

Address of Applicant: _____

Email: _____ Phone: _____

This agreement may not be assigned or transferred, nor may the church facilities be sublet or used by other than the group and person named herein.

Please complete and return via email to info@adventlutheran.org or mail a copy to our office at 11250 N. Michigan Road, Zionsville, IN 46077

Waiver of use of facility fee is requested.

ADVENT COUNCIL USE ONLY:

APPROVED BY: _____ DATE: _____

Rules and Regulations for Use of Advent Lutheran Church

1. **HOURS OF USE.** The church property and facilities are generally available for use between the hours of 6 p.m. and 9 p.m. Monday through Friday and between 9 a.m. and 5 p.m. on Saturdays. Use of church property and facilities outside of these hours may be approved by the Advent Church Council.
2. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
3. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. Use is restricted to those areas of the facility specifically reserved.
4. **NO SMOKING and NO ALCOHOL USE ALLOWED.** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. It is further agreed that no use of alcohol, tobacco, or any other products that may be contrary to the beliefs and reputation of this church is allowed. There will be no flammable or dangerous objects used in any of our facilities.
5. **FOOD AND DRINK.** Food and drink should be limited to the meeting room only. Anyone using the church property is responsible for cleaning up after each use, including proper disposal of waste. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
6. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. *The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.*
7. **SECURITY.** The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. *The congregation is not responsible for theft or damage to personal property either in the church building or parking lots.*
8. **USE AND MAINTENANCE FEE.** The use of church property and facilities is subject to a use and maintenance fee of \$150.00 per event, depending on type of use. This may be revised or waived at the discretion of the Advent Church Council.
9. **INSURANCE.** For all non-member use of church property and facilities, the individual or group shall obtain liability insurance coverage in the amount of at least \$1,000,000.00, with Advent Evangelical Lutheran Church named as an additional insured on the policy.
10. **LIABILITY.** The individual executing this application hereby waive(s) any and all claims, demands, and causes of action that they may have against Advent Lutheran Church LC-MS (church) as a result of the use of the church facilities pursuant to this application. The applicant and individuals executing this application shall indemnify and hold harmless the church and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of the church property by the applicant, its members, guest, employees, and agents pursuant to this application.