

**Union Evangelical Lutheran Church
5500 Route 873
Schnecksville, PA 18078**

APPLICATION FOR USE OF MEETING ROOM

I. BUILDING USE REQUEST

<i>Name of Organization:</i>				
<i>Date(s) Requested:</i>	<i>Alternate Date</i>	<i>Snow Date</i>	<i>Starting Time</i>	<i>Ending Time</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Normally the building is vacated by 10:00 p.m.				
<i>Room/Area Requested:</i>				
<i>Intended use of room/space:</i>				
\$35 refundable clean-up deposit/meeting room received _____.				
<i>Number of people attending:</i> _____ <i>Adults</i> _____ <i>Children (12 & under)</i> _____ <i>Teenagers</i>				
<i>Please check all that apply:</i>				
Will facility orientation be requested?		_____ <i>yes</i>	_____ <i>no</i>	
Will an admission or other fee be charged?		_____ <i>yes</i>	_____ <i>no</i>	
<i>Equipment Request:</i> _____ <i>AV Equipment</i> _____ <i>Coffee Cart</i> _____ <i>Other:</i> _____				
List name, address, and phone number of at least one, but preferably two, responsible officials of your organization who will accept responsibility per adherence to church regulations and who will be present at the time the facilities are being used.				
<i>Name:</i> _____		<i>Name:</i> _____		
<i>Address:</i> _____		<i>Address:</i> _____		
_____		_____		
<i>Home Phone:</i> _____		<i>Home Phone:</i> _____		
<i>Business Phone:</i> _____		<i>Business Phone:</i> _____		
<i>Building key received by:</i> _____		<i>Phone:</i> _____		
This person assumes the responsibility for the key or replacement of lock and key.				

II. INSURANCE INFORMATION

A certificate of insurance naming Union Evangelical Lutheran Church as an additional insured indicating coverage with minimum requirements of \$500,000 General Liability and \$50,000 Property Damage shall be furnished by applicant as a prerequisite to applicant's use of the facility. **(Such certificate shall be attached to the application).**

III. RULES GOVERNING USE OF FACILITIES

- A. No smoking is allowed on the Lutheran Campus. No alcoholic beverages (possession or consumption) are allowed on the Lutheran Campus.
- B. Activity shall be restricted to that area for which permission is granted.

- C. The responsible person in charge of the organization shall be present before the activity is due to start and remain with the group until all have left. The person in charge is also expected to report damage or hazardous conditions following facility usage.
- D. The applicant will be responsible for any loss or damage to building or equipment as a result of the organization's use.
- E. **Building and equipment must be left in clean and orderly condition.** Trash must be properly disposed of. Failure to do so will result in termination of future use of building.
- F. Arrange furniture as per sketch provided at entrance light switch, at the conclusion of event.
- G. No property or equipment is to be altered or removed from the premises. Decorations shall not be attached to walls or ceilings and shall be of a free standing nature only.
- H. No reservation is final until this application is returned and approved by the Office Administrator for one time use or the Property Committee for multiple usage.
- I. Authorization to use the facility is granted for legitimate purposes as stated in application and applicant shall assume full responsibility for any unlawful act committed by participants while on the Lutheran Campus.
- J. The Church reserves the right to amend, change, or cancel any of the rules and regulations herein set forth at any time and without prior notice.
- K. This agreement is revocable at any time by the Church.
- L. The Church reserves the right to cancel activities due to inclement weather or other unpredictable conditions.
- M. No activities shall occur while the congregation is worshipping, Holy Week, Lent and other special services.
- N. Report any cancellations to the church office no later than 3 days prior to the scheduled event, excluding weather considerations.

IV. USAGE DONATION:

There is no fee when use is granted for meeting / classrooms, however a donation to help cover the cost of utilities or maintenance is appreciated.

V. SPORTS USAGE:

The Family Life Center is open for basketball, volleyball, athletic and fellowship game activities not apt to damage the facilities.

I agree, on behalf of the above indicated organization, that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Union Lutheran Church property during the above indicated period of use. Failure by the organization's responsible individuals to enforce any or all rules governing use of facilities shall result in forfeiture or threaten the organization's future use of facilities. We also agree that our organization will at all times hereafter indemnify the above named church against any loss, damage or expense of any kind, which said church may sustain or incur because of use of the above described building by our organization and we will further hold said church harmless for loss of any kind in connection therewith.

Applicant's Signature: _____ (date)_____

Applicant's Name typed or printed: _____

Approved by Signature: _____ (date)_____

**Union Evangelical Lutheran Church
5500 Route 873 Schnecksville, PA 18078**

APPLICATION FOR USE OF FAMILY LIFE CENTER

by Members of Union Lutheran Church for personal use

I. FAMILY LIFE CENTER USE REQUEST

Name of Individual: _____

<i>Date(s) Requested:</i>	<i>Alternate Date</i>	<i>Snow Date</i>	<i>Starting Time</i>	<i>Ending Time</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Normally the building is vacated by 10:00 p.m.

Intended use of room/space:

Please indicate preference:

_____ \$50.00 requested donation from U.L.C. members when user sets up, tears down, cleans-up FLC.

_____ \$200.00 fee from U.L.C. member for custodian setting up, taking down, cleaning FLC

Donation is requested at time application is made.

Date received: _____ Amount received: _____

Number of people attending: _____ *Adults* _____ *Children (12 & under)* _____ *Teenagers*

Equipment Request: ___ AV Equipment ___ Coffee Cart ___ Other: _____

Do you wish to use the kitchen? ___ yes ___ no

Will there be a caterer? ___ yes ___ no If yes, a caterer's liability form and proof of insurance and security deposit is required. Form must be obtained by caterer from U.L.C. Office.

List name, address, and phone number of at least one, but preferably two, responsible Union Lutheran Church members who will accept responsibility per adherence to church regulations and who will be present at the time the facilities are being used.

Name: _____ Name: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Business Phone: _____ Business Phone: _____

Building key received by: _____ Phone: _____

This person assumes the responsibility for the key or replacement of lock and key.

II. RULES GOVERNING USE OF FACILITIES

- A. No smoking is allowed on the Lutheran Campus. No alcoholic beverages (possession or consumption) are allowed on the Lutheran Campus.

As of 9-15-09

- B. Activity shall be restricted to that area for which permission is granted.
- C. The applicant shall be present before the activity is due to start and remain with the group until all have left. The person in charge is also expected to report damage or hazardous conditions following facility usage.
- D. The applicant will be responsible for any loss or damage to building or equipment as a result of their use.
- E. **Building and equipment must be left in clean and orderly condition.** Trash must be properly disposed of. Failure to do so will result in termination of future use of building.
- F. Arrange furniture as per sketch provided at entrance light switch, at the conclusion of event.
- G. No property or equipment is to be altered or removed from the premises. Decorations shall not be attached to walls or ceilings and shall be of a free standing nature only.
- H. No reservation is final until this application is returned along with payment and approved by the Office Administrator for one time use or the Property Committee for multiple usage.
- I. Authorization to use the facility is granted for legitimate purposes as stated in application and applicant shall assume full responsibility for any unlawful act committed by participants while on the Lutheran Campus.
- J. The Church reserves the right to amend, change, or cancel any of the rules and regulations herein set forth at any time and without prior notice.
- K. This agreement is revocable at any time by the Church.
- L. The Church reserves the right to cancel activities due to inclement weather or other unpredictable conditions.
- M. No activities shall occur while the congregation is worshipping, Holy Week, Lent and other special services.
- N. Report any cancellations to the church office no later than 3 days prior to the scheduled event, excluding weather considerations.

III. SPORTS USAGE:

The Family Life Center is open for basketball, volleyball, athletic and fellowship game activities not apt to damage the facilities.

I agree that all members and guests will observe the above regulations and that we will assume full financial responsibility for any and all damages done to Union Lutheran Church property during the above indicated period of use. Failure by the applicant to enforce any or all rules governing use of facilities shall result in forfeiture or threaten the applicant's future use of facilities. We also agree to at all times hereafter indemnify the above named church against any loss, damage or expense of any kind, which said church may sustain or incur because of use of the above described building by our guests and we will further hold said church harmless for loss of any kind in connection therewith.

Applicant's Signature: _____ (date)_____

Applicant's Name typed or printed: _____

Approved by Signature: _____ (date)_____

**Union Evangelical Lutheran Church
5500 Route 873 Schnecksville, PA 18078**

**APPLICATION FOR USE OF FAMILY LIFE CENTER
By Community Use & by Members of Union Lutheran Church for Community Use**

I. FAMILY LIFE CENTER USE REQUEST

Name of Organization/Individual: _____

<i>Date(s) Requested:</i>	<i>Alternate Date</i>	<i>Snow Date</i>	<i>Starting Time</i>	<i>Ending Time</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Normally the building is vacated by 10:00 p.m.

Intended use of room/space:

Please indicate preference:

- _____ \$50.00 fee when user sets up, tears down, cleans-up FLC.
- _____ \$50.00 fee for sports usage
- _____ \$100.00 fee FLC and kitchen when user sets up, tears down, cleans-up (This includes cleanup of dishes, silverware kitchen clean up.)
- _____ \$200.00 fee from U.L.C. member for custodian setting up, taking down, cleaning FLC
- _____ \$500.00 fee from non-member of U.L.C. for custodian set up, tear down, cleaning FLC (This fee does not include cleanup of dishes, silverware & kitchen clean up by the custodian. This is the user's responsibility.)

Fee is required to reserve date.

Date received: _____ Amount received: _____

Number of people attending: _____ *Adults* _____ *Children (12 & under)* _____ *Teenagers*

Please check all that apply: Will facility orientation be requested? yes no
 Will an admission or other fee be charged? yes no

Equipment Request: _____ AV Equipment _____ Coffee Cart _____ Other: _____

Do you wish to use the kitchen? yes no

Will there be a caterer? yes no If yes, a caterer's liability form and proof of insurance and security deposit is required. Form must be obtained by caterer from U.L.C. Office.

List name, address, and phone number of at least one, but preferably two, responsible officials of your organization who will accept responsibility per adherence to church regulations and who will be present at the time the facilities are being used.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Home Phone: _____	Home Phone: _____
Business Phone: _____	Business Phone: _____

Building key received by: _____ Phone: _____

This person assumes the responsibility for the key or replacement of lock and key.

II. INSURANCE INFORMATION (from other organizations using the F.L.C.)

A certificate of insurance naming Union Evangelical Lutheran Church as an additional insured

indicating coverage with minimum requirements of \$500,000 General Liability and \$50,000 Property Damage shall be furnished by applicant as a prerequisite to applicant's use of the facility. **(Such certificate shall be attached to the application).**

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Applicant's Signature: _____ (date)_____

Applicant's Name typed or printed: _____

Approved by Signature: _____ (date)_____