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Building Use Application Form

We are happy to share use of our church facility for functions of our church or the local community. In order to assure such arrangements are successful, we ask you to complete this brief application (including liability waiver form) which will be submitted to our Trustee's / Executive Committee for review. All events or building uses not part of our regular congregational activities need to follow this process for three reasons: first to ensure events occurring at our church are consistent with the mission and policies of West Central Rensselaer County Lutheran Parish, second to ensure coordinated scheduling and avoid scheduling conflicts and third, to ensure both the applicant submitting this document and the provider (West Central Rensselaer County Lutheran Parish) understand their responsibilities for such events. In addition to the standard waiver of liability, we require any user of our facilities to provide proof of appropriate insurance, naming West Central Rensselaer County Lutheran Parish as a co-insured party. If you are interested in using our facility on an ongoing or regular basis please note this on your application and we will contact you for any additional information. Arrangements for the use of our facility on a regular basis will be reviewed annually. The completed application and waiver can be mailed to us or submitted via Email to President@sttlc.org.

Agreed amount of donation; _____ 4hrs – recommended 75.00

Application Date: _____, 20____

Name of Group/Requestor: _____

Contact Person for Group: _____

Email Address/Daytime/Cell Phone of Contact Person: _____

Purpose/Description of the Function or Event: _____

Date(s) Requested for Use: _____

Estimated Time and Duration of Use: _____

Estimated Number of Attendees: _____

Space Needed: _____ Kitchen _____

Classroom Next to Kitchen _____ Sanctuary _____ Classroom at Rear of Building

Special Needs: _____

Are you a member of The Parish's? _____ Yes _____ No

Signature of Person Responsible: _____