

~ Building Use Application Form ~

We are happy to share the 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 a WAIVER OF LIABILITY form), which will be submitted to our Trustees/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 Hope Lutheran Church; second, to ensure coordinated scheduling and avoid scheduling conflicts; and third, to ensure both the applicant submitting this document and the provider (Hope Lutheran Church) 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 Hope Lutheran Church 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: office@hopelc.org.

Agreed Amount of Donation: _____ (4-hrs. – 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/Event: _____

Date(s) Requested for Use: _____

Estimated Time and Duration of Use: _____

Estimated Number of Attendees: _____

Space(s) Needed (check below):

~Kitchen ~Classroom Next to Kitchen ~Sanctuary ~Classroom at Rear of Building ~Grove

Special Needs: _____

Are you a member of our church? ~Yes ~No

Signature of Person Responsible: _____