

# SALEM LUTHERAN CHURCH

## FACILITY USE APPLICATION

This application must be submitted not less than 30 days before the requested use of the Church facility/equipment

\_\_\_\_\_ requests approval to use the Church facility.

\_\_\_\_\_  
Name of Person/Organization

\_\_\_\_\_  
Facility Date(s) Time

\_\_\_\_\_  
Facility Date(s) Time

Purpose \_\_\_\_\_

Do you need a sound person? \_\_\_\_Y \_\_\_\_N Who? \_\_\_\_\_

Do you need: Overhead projector/screen \_\_\_\_ TV & VCR \_\_\_\_ Microphone \_\_\_\_

Other \_\_\_\_\_

The undersigned, individually, and the organization, if any, acknowledge receipt of and agree to comply with the terms of the Facility Usage Policy and Procedures, and jointly and severally agree: 1) to be liable for damage to the facility and for breakage, loss or theft of any equipment used, and 2) that the Church is not responsible for any accident or injuries that may occur from the use of the facility or equipment.

The Church is pleased to allow the use of its facility and equipment. Respectful use of the facility and equipment, and leaving the facility and equipment in good and clean condition is expected.

**A monetary donation to offset expenses related to use of the facility and equipment is always welcome.**

\_\_\_\_\_  
Individual Signature Date Phone

\_\_\_\_\_  
Name of Organization By Date Phone

It is agreed that the undersigned, a member of Salem Lutheran Church, is responsible to see that set-up, take-down and cleaning is done by the person or organization using the facility/equipment. This includes turning out all lights, locking doors, answering questions of guests, and overseeing the safe and proper use of the facility/equipment

\_\_\_\_\_  
Member Signature Date Phone

\_\_\_\_\_  
Approved by Facility Usage Committee Date

**SALEM LUTHERAN CHURCH DOES NOT ENDORSE OR SUPPORT ANY GROUP  
BY APPROVING USE OF ITS FACILITY**