

**St Matthew Lutheran Church
Facility Reservation Request**

Room/Location		Do you require a set up? <i>If yes, please provide a diagram on the reverse.</i>		
Frequency of Rental <input type="checkbox"/> Single Day <input type="checkbox"/> Weekly <input type="checkbox"/> Consecutive Days <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____		Event Date	If recurring, Beginning date: _____ Ending date: _____	
_____		Set Up Time	Start Time	End Time
Purpose of Use / Type of Event				
Date(s) Requested		Number in Attendance		
Name of Organization		Name of Contact Person Responsible for Facility/Equipment		
Address (Street, City, State, Zip)		Address (Street, City, State, Zip)		
Phone		Cell Phone		
Web Address		Email Address		

Hold Harmless Agreement and Facility Use Acknowledgement

User of the Facility agrees to protect, indemnify and hold free and harmless, St Matthew Lutheran Church, its' staff and agents from and against any and all claims, demands, causes of action, or other litigation (including all costs thereof and attorney's fees) of every kind and character on account of personal injuries, death, bodily injury or damage to property, of the public, St Matthew Lutheran Church or User herein, it's or their guests, employees, supervisors, vendors and agents: (whether resulting from the performance of its obligations hereunder), or the quality or safety of the programs used and/or the equipment or property of the User herein, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.

By signature on this agreement, User (lessor) acknowledges and agrees that:

1. Use of the facility requested will be restricted to individuals associated with their organization to maintain security.
2. St Matthew Lutheran Church reserves the right to adjust or restrict the hours of use by any group/organization in order to accommodate the greatest number of requests.
3. The use of the facility requested will be restricted to the areas designated and approved for the reservation to the individuals associated with the organization in order to maintain security. The commons and restrooms may also be used during the event. All other areas as previously stated will be restricted.
4. Adult supervision will be provided by the group/organization at all times. If children are participating in lessor's event, lessor must adhere to St Matthew's Child Protection Policy which requires two adults be present at all times and provide results of background check prior to use of the facility.
5. The use, sale or possession of any weapon or firearm (including concealed handguns without specific authorization), pyrotechnics (including fireworks), illegal drugs, or tobacco products on St Matthew property is prohibited. Use of alcoholic beverages must be approved in advance of use by our Board of Elders.
6. User agrees that it will not use the premises for any activities that are deemed indecent, obscene, immoral or in any manner contrary to the mission purpose or belief of St Matthew which is a biblically based religious institution.
7. Groups/organizations reserving any part of the facility may not post any signage on St Matthew property except at the facility during the scheduled date and time of the facility reservation. All signs (inside and outside) must be freestanding and must be approved by the Church Administrator prior to use.
8. Proof of the required insurance must be submitted at time of payment/booking.
9. Failure to adhere to St Matthew procedures as specified herein may result in forfeiture of the current utilization or future use.
10. Facility reservation requests are not valid until confirmation by the Church Administrator is provided and payment in full is received. An additional \$25 will be charged for set up for over 50 guests. Events are limited to 6 hours, including setup and cleanup.
11. Additional cleaning fees post-event may be charged if the facility is not restored to its original state.

I understand this Hold Harmless Agreement and agree to the terms and conditions of this agreement. I have also read and understand the Facility Use Policy of St Matthew Lutheran Church.

Signature	Printed Name	Date
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Please return to St Matthew Lutheran Church by email info@stmatthewgr.com or mail, 5125 Cascade Rd, GR MI 49546

FOR INTERNAL USE ONLY

Confirmation Sent to Contact Person	Insurance	Fee Paid
Signature of Church Administrator	Printed Name of Church Administrator	Date

Please indicate on the appropriate diagram below the number of tables and chairs required and their placement. 5ft rounds and 8 ft rectangle tables are available.

The Family Life Center (excluding the platform) is approximately 55 ft x 75 ft.

