

## Lord of Life Lutheran Church Application for Use of the Facility

Please complete all details of this application and submit the completed form to the church office. Please type or print all information.

Organization \_\_\_\_\_

- Lutheran parish ministry  
 other non-profit

- other parish organization  
 for-profit

\_\_\_\_\_  
 Contact person

\_\_\_\_\_  
 Event

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Event date(s)

\_\_\_\_\_  
 City/State/Zip

\_\_\_\_\_  
 Event time(s)

\_\_\_\_\_  
 Telephone

\_\_\_\_\_  
 Number of participants

**Facilities requested and description of activity that will take place at that location:**

- sanctuary \_\_\_\_\_
- classroom (how many?) \_\_\_\_\_
- nursery \_\_\_\_\_
- kitchen area and café \_\_\_\_\_
- grounds \_\_\_\_\_
- other area(s) \_\_\_\_\_

Are you charging participants a fee? If so, what is the fee? \_\_\_\_\_

Are you requesting set-up or tear-down of any type? \_\_\_\_\_

Are you requesting custodial services during the event? \_\_\_\_\_

Proposed plan for obtaining and returning key(s) \_\_\_\_\_

Plan for ensuring clean-up \_\_\_\_\_

User groups shall keep in effect during the use period of a liability insurance policy or rider to an existing policy providing coverage in the amount of \$ \_\_\_\_\_ for property damage, and \$ \_\_\_\_\_ per person, and \$ \_\_\_\_\_ per occurrence for personal injury, including death. If the policy contains deductible provisions, the user shall be responsible for payment of the deductible amount for any claims. If this application for use is accepted, the organization will be asked to provide a certificate of insurance.

|  |         |        |
|--|---------|--------|
| Insurance held by the organization _____ | Carrier | Amount |
|--|---------|--------|

