



FIRST LUTHERAN CHURCH, GENESEO

Sharing Christ's Love

—CHURCH USAGE AGREEMENT/RESERVATION FORM—

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name of Group/Purpose of Event: _____

Date/Time of Event: _____

Room(s) Requested: _____ Conference Room A _____ Conference Room B

_____ Conference Room C _____ Classroom _____ Sanctuary

_____ Fellowship Area/Kitchen _____ Fellowship area only _____ Other

Start Time: _____ End Time: _____

Estimated Attendance: _____

Proof Of Insurance—if not a church function (Insurance Company/Policy #)

(See First Lutheran Building Usage Booklet for more details)

Include in First Lutheran's bulletins and newsletters _____ Yes _____ No

If yes, verbiage for publication is as follows: _____

Disclaimer: All requests must be made in writing or online on said form only. All events must be requested a minimum of 2 weeks/a maximum of 12 months prior to the event. Events will be reserved on a first come first serve basis with First Lutheran ministries having priority. All other requests will be determined on date and time the form is received. All room assignments are final. The individual initiating the request must be present at the event. This individual will also be held financially responsible for any damage to the area used or if left in an unacceptable manner as determined by First Lutheran Church. I have read the above disclaimer and agree to abide by it and the said building guidelines of First Lutheran Church.

Signature _____

Date _____

—OFFICE USE ONLY—

Date/Time Received: _____

_____ Approved _____ Disapproved _____

_____ First Lutheran Ministry _____ Member _____ Non-Member

_____ Non Profit _____ For Profit

Room(s) Assignment: _____

Fees Received: _____ \$25 Classroom/Conference Room

_____ \$50 Fellowship area/Kitchen _____ \$50 Sanctuary

_____ Cash _____ Check Received by _____

_____ Information placed on Master Calendar

_____ Information provided for the weekly and monthly CHIMES

_____ Proof of Insurance Received _____ Building Usage Booklet Received

_____ Key Issued _____ Key Returned

_____ Billed for damage/cleanup \$ _____



FIRST LUTHERAN CHURCH

—GENERAL FACILITY GUIDELINES—

- ✓ Please use only the areas in which you have been assigned as others may be using the facilities simultaneously.
- ✓ The Nursery area located off of the Fellowship Area is available for childcare purposes for your convenience. Illinois childcare regulations shall be followed in terms of supervision: 2 adults for every 10 children.
- ✓ No items shall be attached to the walls, ceilings, floors, furniture or equipment that could leave permanent marks or damage.
- ✓ Worship furniture in the Sanctuary and Fellowship Area shall not be moved.
- ✓ For fire safety purposes, please keep sidewalks, stairways, halls and exits free from obstruction at all times.
- ✓ Report any damages either prior to or after use as well as problems or concerns to the Parish Secretary as soon as possible.
- ✓ In case of an emergency, you may contact Charlene Daniels, Parish Custodian at 944-2559 or (cell) 945-6999.
- ✓ The telephone in the Kitchen is available for local use only.

—PROOF OF INSURANCE—

First Lutheran Church will not be liable for any accidents or injuries as a result of the usage of these facilities deemed as a non-sponsored event. Any event that is held for the church, preschool or affiliated function would be precluded from this policy. Therefore, a non-sponsored event would need to provide proof of insurance coverage.

First Lutheran Church's insurance company requires that any non-sponsored event provide the church with a certificate of insurance. This certificate may be obtained through the User's insurance company. It is not a rider, but a certificate that shows the User's insurance policy has liability coverage for the space rental/usage. The Church's insurance company assures us that this is standard practice to issue this certification of coverage.

A certificate of insurance shall be provided to the Church Office at least 1 week prior to the event to be held. No exceptions will be allowed.



FIRST LUTHERAN CHURCH

Sharing Christ's Love



BUILDING USAGE AGREEMENT / RESERVATION FORM

August 2007