

Living Word Church Facilities Usage Application Form

Name of organization or individual applying for building space:

For what purpose will the building space be used?

With whom is your liability insurance? (Name, Address, Phone Number)

Do you or the organization have Workman's Compensation insurance? If Yes – Name of company, address and phone number.

Date of Event: _____

Sponsoring Organization: _____

Contact Person: _____

Address: _____

Phone – Home or Office: _____ Phone

Cell: _____ Email Address:

Time of Event: Begins at _____ am or pm Ends at _____ am or pm

Number of people attending: _____

Facility Needs:

A. Sanctuary

1. Sound Technician _____ (If you need Audio/Visual equipment, a LWC Trained Media Technician must use the equipment)

2. Musical Instruments _____

3. Microphone _____

4. Kitchen _____

5. Tables and Chairs _____

6. Other _____

Number of tables needed: _____ Number of chairs needed: _____

B. Classrooms

1. Adult Bible Study Room _____

2. Children's Ministry Room _____

3. Student Ministry Room _____

4. Nursery _____

5. Conference Room _____

Living Word Church Facility Use Agreement

This Facility Use Agreement is made and entered into this ____ day of _____, 20____, by and between Living Word Church Church (LWC) and _____ (Group).

LWC provides meeting space for non-church functions as a service to the community. As a non-profit entity, the church seeks to recover only costs related to use and maintenance. Accordingly, the parties hereto agree:

1. Group is granted permission to use the facilities of LWC on the _____ day of _____, 20____ for the purpose of _____ (the Event).
2. Group agrees to deposit of \$_____ due a minimum 4 weeks before event.
3. And total Fee of \$_____ due a minimum of 2 weeks before event.
4. Group agrees to comply with all rules and regulations regarding the use of the facilities of LWC as set forth in the LWC building policy.
5. In the event of damage to church property during Group's use of the facilities, Group shall pay for such damage in such amount as is determined by the Elder Board in its sole discretion. Any building damage deposit paid by Group shall be applied to any such damage, and Group shall be responsible for any balance.
6. No notice or publication of the Event conducted at LWC will be made without the written approval of the Elder Board, Deacon Board, or other approved church representative.
7. Group agrees that the Event is not sponsored by LWC, and LWC does not extend coverage for medical payments in case of injury to anyone attending the Event. The obligation for any and all medical care shall be the responsibility of the individual and/or Group and the cost of medical care shall be paid by that individual and/or Group.

The undersigned Group has read and understands all of the above guidelines and requirements and agrees to abide by them. The undersigned has read and agrees to the LWC Facility Usage Policy.

Contact Living Word Church at least 24 hours before scheduled event if changes are made.

Name: _____

Address: _____

Phone – Home or Office: _____

Phone Cell: _____

Email Address: _____

Signature _____

Date: _____

Page below to be completed by LWC Staff

Form must be completed by representative or leader of each area if Applicable. (Please forward to next designated area Leader)

Media:

Approved _____

Denied _____

Reason: _____

Signature _____ Date: _____

Worship Pastor:

Media:

Approved _____

Denied _____

Reason: _____

Signature _____ Date: _____

Elder Board

Approved _____

Denied _____

Reason: _____

Signature _____ Date: _____

Deacon Board

Approved _____

Denied _____

Reason: _____

Signature _____ Date: _____

The above application submitted by _____

For Date: _____

Approved _____

Denied _____

Reason: _____

Signature: _____ Date _____