

CALVARY LUTHERAN CHURCH
2415 S 320 ST FEDERAL WAY WA 98003-5462
Phone: 253-839-0344 FAX: 253-839-0345 Email: office@calvary-elca.org

BUILDING USE REQUEST FORM

Please complete and return this form at your earliest convenience in order to secure the date(s) of your meeting or event. Written confirmation of your request will be sent to you following our management team approval. You will also be notified if we are unable to honor your request at this time. This form applies to all non-wedding building use requests. Please complete all spaces.

Date of Application _____

Day & Date of Event _____ Starting time _____

TIME FACILITY IS NEEDED, INCLUDING SET-UP, CLEAN UP, ETC. FROM _____ AM/PM TO _____ AM/PM
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This request is for _____ One or two time use
_____ Weekly use
_____ Monthly use
Beginning Date _____ Ending Date _____

Calvary Lutheran Church Group
Group Name _____ Contact Person _____
Phone _____

Non-Calvary Group
Contact Person _____
Address _____
_____ Phone _____
Alternate Contact _____
Phone _____

Room/area requested _____

Type of function _____

Expected attendance _____

Do your plans include beverages and/or food? (No food in Great Room for outside groups) _____

Type of food _____

*****FOR OFFICE USE ONLY*****

Date application received: _____ Date application approved: _____
Denied: _____ Reason: _____ By: _____
Fee for assigned space: _____
Date of deposit: _____ Amount: _____ Date Refunded: _____
Date of key pick up _____ Date of key deposit: _____

Fees:

Please see attached Fee Guide.

All fees are due two weeks prior to scheduled event. Fees are subject to change re: short-term changes to gas and electric utilities. Fees will be reviewed and possibly revised annually.

- At the end of your meeting, room furniture must be returned to original positions.
- Users may not move current wall decorations that are in place from CLC classes.
- Users may not move teaching supplies or youth projects in process.
- Users may not reposition folding walls in Great Room. Request assistance from the Building Use Coordinator.

Key may be picked up one business day prior to event and must be returned one business day after the event.

For Wedding Fee Schedule please see church office.

In accepting the use of reserved areas and equipment of Calvary's facility, the applicant(s) and participant(s) and all those associated with the participants hereby release Calvary Lutheran Church from any and all liability for any injuries sustained as the result of accidents which may occur on said premises, and any and all liability resulting from loss, theft and/or vandalism and agree to hold Calvary Lutheran Church blameless there from. The undersigned certifies that he/she has read and agrees to the above rules and has been authorized to make this agreement on behalf of the below named organization/group. Building use will not be authorized without appropriate applicant's signature.

CLC's insurance company requires all outside building user groups to provide a certificate of insurance listing Calvary Lutheran Church as an additional insured on your policy with \$1,000,000 coverage.

Name of organization/group

Applicant(s) Signature

Date

Title

Address

City

Zip

Phone