

Date of Application: \_\_\_\_\_



## APPLICATION FOR USE OF CHURCH FACILITIES

Name of Group: \_\_\_\_\_

Date for Event: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Su*	M	T	W	Th	F	Sa**
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

### **REQUIRED for Non-Church Groups**

Describe how your event supports the Mission and Ministries of St. Paul Lutheran.

\*Access to the Facility for Non-Church-Sponsored Events on Sundays will be NO earlier than 1 PM.

\*\*Saturday events cannot go past 8 PM.

Hours of Event: From \_\_\_\_\_ to \_\_\_\_\_ Hours Reserved: From \_\_\_\_\_ to \_\_\_\_\_

Automated Doors Open \_\_\_\_\_ Close \_\_\_\_\_

Non-church sponsored events will not be scheduled beyond 12 months in advance.

Recurring Event \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Date Pattern: \_\_\_\_\_

### **FACILITY FEES**

St. Paul Lutheran Church does not schedule private use for Non-Members.

#### Fees:

1. Sanctuary\* (max capacity – 500)
2. Fellowship Hall (max capacity – 300 w/o tables)
3. Multi-purpose Chapel (max capacity – 90)
4. Classroom
5. Kitchen
6. St. Martin Church (max capacity - 80)
7. Wedding/Funeral/Memorial Services
8. Weekly Support/Community Groups

\*for other than weddings

#### Members

- ☐ \$ 500
- ☐ \$ 150
- ☐ \$ 100
- ☐ \$ 25
- ☐ \$ 25
- ☐ \$ 200

#### Organizations

- ☐ \$ 750
- ☐ \$ 250
- ☐ \$ 150
- ☐ \$ 50
- ☐ \$ 25
- ☐ \$ 200
- ☐ Contact SPLC Church office 830-625-9191
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### **EQUIPMENT**

- ☐ TV/DVD/VCR (how many) \_\_\_\_\_
- ☐ Tables – Round (how many) \_\_\_\_\_
- ☐ Tables – Rectangular (how many) \_\_\_\_\_

- ☐ Portable Screen
- ☐ Podium
- ☐ Chairs (how many) \_\_\_\_\_

**Diagram of room setup is to be given to SPLC at least seven days prior to the event.**

**The fees must be paid upon approval of this application. Non-payment will result in cancellation of event.**

## CHURCH FACILITY USAGE AND HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of \_\_\_\_\_ (hereafter the "Organization") of the city of \_\_\_\_\_, state of \_\_\_\_\_ shall be using the building and grounds of St. Paul Lutheran Church, New Braunfels, Texas (hereafter the "Church") on the date(s) and for the purpose (hereafter referred to as the "Activity") as stated in the application.

I/We understand and agree that neither the Church, nor its trustees, employees, agents, and/or representatives may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all equipment and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with coverage limits of \_\_\_\_\_ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church at least 72 business hours prior to the Activity.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release as well as the Policy for Use of Church Facilities and Equipment by reading all before I/we are signing.

I/We have executed this Church Facility Usage and Hold Harmless Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Name of Organization)

**St. Paul Lutheran Church**

By:  
Signature \_\_\_\_\_

By:  
Signature \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

### USE A SEPARATE PAGE FOR SETUP DIAGRAM

#### *SPLC Office Use Only*

☐ Certificate of Liability Insurance Received

☐ Certificate of Liability Insurance NOT Received

#### **Facility Use Fees:**

\$ \_\_\_\_\_ Facility Fees (total other side)  
\$ \_\_\_\_\_ Audio/Visual, (if requested)  
\$ \_\_\_\_\_ Custodial Fee  
\$ \_\_\_\_\_ Security (when required)  
\$ \_\_\_\_\_ Facility Host  
\$ \_\_\_\_\_ Setup Fee  
\$ 200.00 Deposit (Wedding is \$500)  
\$ \_\_\_\_\_ **Total Fees Due**

**Event Entered on Calendar** date \_\_\_\_\_ by \_\_\_\_\_

#### **Payments Received:**

Date \_\_\_\_\_

Amount \_\_\_\_\_

Bal. Due \_\_\_\_\_

**Deposit Refunded** date \_\_\_\_\_ Check # \_\_\_\_\_