

Building Use Request (Non-OSLC Organization)

Organization _____ Today's Date _____

I certify that users, individually and/or group collectively, are not a for profit venture. __ (Initials)

Address _____ Town _____ Zip _____

Representative _____ Title _____

Address _____ Town _____ Zip _____

Phone _____ (H) _____ (W) _____ (C)

Email Address _____

If you are not attending, who will be in charge? _____

Phone _____ (H) _____ (W)

Type of activity _____ Number attending _____

If this is a youth activity, who are the chaperones:

Name _____ Phone _____

Name _____ Phone _____

Date(s) Requested _____
Space Requested: Fellowship Hall _____ Kitchen: _____ Classroom _____ Outdoors _____
Time Requested: Setup ____--____ Event ____--____ Cleanup ____--____

Comments _____

- **Monetary donations** for the use of the facility (such as water, HVAC, electrical and insurance) are greatly appreciated. Guidelines available upon request.
- **All groups must show proof of liability insurance.**

Council Approved _____ Disapproved _____ Date _____
Council Comments _____ _____

Building Use Agreement

This agreement is entered into on this day, _____ between Our Saviour Lutheran Church (OSLC) and _____
(User)
of _____, VA _____
(Address) (Town) (Zip)

The parties agree as follows:

1. User agrees to leave the facilities in a clean and neat condition after each use. These tasks include:
 - a. Wiping off counters and/or tables used.
 - b. Placing tables and chairs back in the closet they came from, unless otherwise asked to leave them where they are.
 - c. Sweeping any non-carpeted area(s) the group occupied (tools in hall closet between bathrooms available for your use).
 - d. Wiping fingerprints off glass surfaces touched by the group.
 - e. Emptying all trash cans used and placing in the trash receptacles outside the kitchen.
 - f. Checking to see that all bathroom lights and fans are off.
 - g. Turning lights off for all rooms the group occupied.
 - h. Checking that front door is securely locked and locking the door group came in.
 - i. Do not store any property at OSLC unless granted permission.
2. User agrees to protect OSLC property and to reimburse OSLC for the reasonable cost of repair or replacement of any property damaged as a result of the User's use. Any damages shall be reported to the church office immediately.
3. User agrees that the premises shall not be used for any illegal or nuisance purposes.
4. **User agrees to indemnify and save harmless OSLC, its trustees, members, employees, and agents against and from any and all claims by or on behalf of any person or persons or entities arising from the use of OSLC's facilities.**
5. Monetary donations for the use of the facility to include water, HVAC, electrical and insurance used by your group during your activity are greatly appreciated. Guidelines available upon request.

Our Saviour Lutheran Church:

(Authorized Signature)

User:

(Name of Organization)

(Authorized Signature)