

FACILITY USE AGREEMENT FOR WEDDINGS

DESERT CROSS LUTHERAN CHURCH

8600 South McClintock, Tempe, Arizona 85284 • Phone: 480-730-8600 Fax: 480-730-2533

Date of Request:

Location:	Date of Wedding:	Time of Wedding:	Total Hours Reserved:
Bride:		Groom:	
Home Phone #:		Home Phone #:	
Cell Phone #:		Cell Phone #:	
Email:		Email:	
Address:		Address:	

Staff		
Wedding Officiant:	Gilbert Director of Music: _____	Tempe Director of Music: Daniel Decker
Phone: Email:	Phone: 480-730-8600 Email: Music: <input type="checkbox"/> Pianist <input type="checkbox"/> Vocalist <input type="checkbox"/> Sound System <input type="checkbox"/> Communion Served. Sound system use requires a technician to be assigned by Daniel.	Phone: 480-730-8600 Email: ddecker@desertcross.org Music: <input type="checkbox"/> Pianist <input type="checkbox"/> Vocalist <input type="checkbox"/> Sound System <input type="checkbox"/> Communion Served. Sound system use requires a technician to be assigned by Daniel.
The fees for services rendered are payable by check to each individual.		

Facility NO ALCOHOL PERMITTED ON PREMISES			
Fellowship Hall	<input type="checkbox"/> Rehearsal Dinner	Date and Time:	Number in group:
	<input type="checkbox"/> Reception	Date and Time:	Number in group:
Community Center	<input type="checkbox"/> Rehearsal Dinner	Date and Time:	Number in group:
	<input type="checkbox"/> Reception	Date and Time:	Number in group:
Equipment needs: Facility Users are welcome to set-up and take down tables and chairs if they do not wish to employ for those services.			

- * Deposit due at time of request (10% of expected facility fees). Balance due 2 weeks prior to event.
- * If liability insurance is applicable, certificate is due 2 weeks after request is approved.
- * The Property Manager has the authority to substitute space if requests for the same space, date and time are received or if the activity could be more adequately served in another space.
- * Fees to be paid to Pianist, Vocalist, Sound System Technician, Communion Assistant, and/or Janitorial Service directly.
- * Desert Cross Lutheran Church has the right to cancel this event in the event of a national crisis such as Covid-19 shutdowns in 2020.

I agree to the terms of this agreement:

Signature _____ Date _____

cc:

- ☐ Pastor Cain ☐ Pastor Book
☐ Daniel Decker ☐ Michael Lottes
☐ Doug Bjotvedt
☐ Art Krzyzewski
☐ Dawn Collins

Document/Property/Wedding Request
3/1/2022

Approved _____ Date _____

INSURANCE REQUIREMENTS (NON MEMBERS ONLY)

Each Occurrence	\$500,000.00
Damage to Rental Premises	\$ 50,000.00
Med Exp (any one person)	\$ 5,000.00
Personal and ADV Injury	\$500,000.00
General Aggregate	\$500,000.00
Products – COMP/OP AGG	\$500,000.00