

APPLICATION FOR USE OF FACILITY
INDEMNITY AND HOLD HARMLESS AGREEMENT
ZION EVANGELICAL LUTHERAN CHURCH
14 W. Walnut St., Tipp City, Ohio 45371

Revised April 2014

TODAY'S DATE: _____ NAME OF RESPONSIBLE PARTY (lessee) _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____

NAME OF GROUP OR ORGANIZATION (if applicable) _____

REQUEST TO USE ROOMS/AREAS (circle one or more)

Fellowship Hall (*Maximum capacity - 357 using chairs only - Maximum capacity 166 with tables & chairs*) **Stage**
Kitchen **Sanctuary** **Basement** **Grounds** **Conference Room** **Sunday Sch. Room** **Adult Sunday Sch.**

DATE/DATES OF EVENT: _____ TIMES (including set up and clean up): _____

FOR PURPOSE OF _____

THE EVENT WILL RUN FROM _____ UNTIL _____ (No later than midnight)

APPROX. NUMBER ATTENDING _____ Will you be using Zion's: Dishes & Pots? _____ Dishwasher? _____

Zion tablecloths _____ Will you be using a caterer? _____ (if so, name) _____

SET-UP PRIOR TO EVENT:

_____ Responsible party/parties will set up and take down (Day and time) _____
or _____ Please have custodian set up and take down (attach a note indicating how you want the hall set up - # of tables, chairs, placement etc. for an additional cost of \$30.00.)

_____ USE OF AUDIO VISUAL EQUIPMENT REQUESTED \$25 (plus \$20 per hr. for operator if needed)

PARKING LOT USE _____ (may be restricted to certain area if there is a church event at same time)

POLICY EXCEPTION REQUESTED _____ WHY _____

ZION OFFICE USE ONLY:

FEE EXPECTATION: Rental fees _____ AV Equipment _____ Custodian _____

Dishes/Dishwasher _____ Tablecloths _____ Other _____ Total _____

TOTAL PAYMENT OF ALL FEES DUE BY _____

REFUNDABLE SECURITY DEPOSIT OF \$150 IS REQUIRED FOR **NON-MEMBER AND FOR PROFIT ORGANIZATIONS** _____ (Deposit in the form of a separate check will be returned if event is canceled 5 days, or more, prior to the event or if there is no damage or cost over-run)

PROOF OF INSURANCE PRESENTED (statement from insurance company or agent) _____

PLEASE TURN OVER – CONTINUED ON BACK

ZION EVANGELICAL LUTHERAN CHURCH
APPLICATION FOR USE OF FACILITY (continued from front page)

INDEMNITY AND HOLD HARMLESS AGREEMENT AND WAIVER

This Indemnity and Hold Harmless Agreement is made on the date indicated below by the responsible individual seeking to use the facilities of Zion Evangelical Lutheran Church ("Zion Church").

For valuable consideration, the receipt of which is hereby acknowledged, the undersigned, hereby agrees to indemnify, protect, save and hold harmless Zion Church, along with their respective representatives, agents, officers and employees, from and against any and all damages, claims, losses, costs and expenses arising out of or connected with the use of the property or premises of Zion Church by lessee or by any of lessee's agents, employees, invitees, representatives or guests. It is expressly agreed that lessee (upon receipt of written notice of the claim) shall assume and take over the defense of each and every such claim promptly, and lessee shall pay all attorney's fees, verdicts, judgments, settlement payments, court costs, court reporter costs, and any and all other costs and expenses whatsoever arising in connection with such claim and defense.

Lessee understands that there shall be no consumption or possession of alcohol and no smoking or tobacco products on Zion Church property. Lessee agrees to be responsible for any fees associated with this request and verifies that he/she has read, understands and will comply with Zion's Facility Use Guidelines. Lessee understands that any damage or loss occurring to the building or its contents or the grounds shall be the responsibility of the Lessee. Zion Church reserves the right to request reimbursement for any damages incurred and to hold any reasonable part of the deposit for such damages.

Lessee acknowledges that he/she has read and understands this Indemnity and Hold Harmless Agreement and Waiver and agrees to abide by Zion Lutheran Church's Facility Use Guidelines, a copy of which has been given to the lessee.

By signing below, lessee intends to be bound by the terms of this Indemnity and Hold Harmless Agreement and Waiver.

Signed this ____ day of _____, 20_____

Signature of Responsible Party (Lessee)

Signature of Zion Representative

This contract is not considered complete and/or valid until signed by **both** the lessee and Zion's Facility Coordinator.