



Living Water Church

Recurring Event Agreement

*This completed form must be returned to LWC no later than
30 days prior to the first meeting.*

Applicant: _____

Name of Organization: _____

Daytime Phone: _____ **Evening Phone:** _____ **E-Mail:** _____

Address: _____ **City/State/Zip:** _____

Responsible Person(s) on site during event:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Space Requested: *Check all that apply*

- | | | | | |
|--|---------------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Foyer | <input type="checkbox"/> Youth Room | <input type="checkbox"/> Red Classroom | <input type="checkbox"/> Blue Classroom |
| <input type="checkbox"/> Green Classroom | <input type="checkbox"/> Nursery | <input type="checkbox"/> Grounds | <input type="checkbox"/> Upper Kitchen | <input type="checkbox"/> Lower Kitchen |
| <input type="checkbox"/> Fellowship Area | <input type="checkbox"/> Other: _____ | | | |

List all scheduled dates through 12-31 of the present year:

Event Start Time: _____ **Event Ending Time:** _____

Set-up Time: _____ **Final Departure Time:** _____

Estimated Number in Attendance: _____

Special Equipment, Audio Visual or Set-up Needs from LWC:

General Guidelines & Restrictions:

1. This agreement can be cancelled by either party with a 30-day written notice.
2. This agreement will automatically cancel on December 31 of each year.
3. All food and drink is to be dispensed from the kitchen area. Expense for excessive food and/or drink clean-up will be charged to the person signing this Agreement.
4. Alcoholic beverages and illegal substances are NOT allowed in the building or on the grounds of LWC. The only exception would be wine for the administration of the sacrament of communion.
5. Use of candles must be approved prior to event.
6. Nothing is to be attached to walls, doors or ceilings OR removed from walls, doors or ceiling without prior approval. Equipment and furniture may not be moved or adjusted unless approved by the Elders. The user assumes responsibility for the costs of repair/replacement of furniture or equipment that is damaged.
7. Facility must be left clean and neat with the area(s) used returned to the original set-up at arrival.
8. Use of the kitchen facilities requires prior training to the event. All dishes, silverware, utensils, etc. are to be washed, dried and put away. Countertops, stoves, refrigerators, and sinks are to be wiped off and spills on the floor cleaned up.
9. If the facility is left in an unacceptable condition, a custodial fee of up to \$50 will be charged.
10. The user is responsible for providing adult supervision of children at ALL times.
11. Smoking is NOT permitted inside the building or on the grounds.
12. Use of the facility is restricted to the area(s) reserved, with the exception of bathrooms and corridors.
13. LWC is not responsible for personal property left in the facility. Items not claimed after one month will be discarded or become the property of LWC.
14. User provides their own equipment and consumable supplies (paper plates, napkins, tablecloths, etc.)
15. A Certificate of Liability Insurance is required for non-members (minimum of \$1 million) and can be obtained from the users homeowners insurance agent.
16. Applicant agrees to do a walk-through with a person designated by the Trustees once a year.
17. The Clean Up Check List and expectations will be reviewed at this time.

Damages, Losses and Claims:

***For purposes of this section, "USER" includes the applicant; "CHURCH" includes Living Water Church, its Board of Trustees, Board of Elders, employees and members.**

1. USER is responsible for all costs related to any and all damages to the premises and/or contents of the CHURCH. Any damage is to be reported to the church office with a written description of the property and nature of the damage and must be signed by the person reporting the damage with his/her telephone number.
2. USER agrees to indemnify and hold harmless the CHURCH from any and all costs, damages, or losses including interest and reasonable attorney fees, sustained by the USER from any and all claims, actions, judgments or any other circumstances resulting from the use of the CHURCH facilities, including its contents, by any person or organization authorized or invited by USER.
3. Notwithstanding, should any claim or controversy arise from the USER's use of the CHURCH facilities, the parties agree to seek resolution of such claims or controversies between themselves according to Biblical principles. Should they be unable to do so, they agree that the claim or controversy may be entered into any court having jurisdiction.

Facility Fees for Non-Members:

Sanctuary Only: \$200
Sanctuary, Lower Level, Kitchen: \$300

Facility Fees for Members and Non-Members:

Sound Technician: \$100
Special Equipment Needs: To be negotiated

By my signature below, I agree to the above in its entirety:

Date: _____

Signature: _____ **Printed Name** _____

Applicant

Printed Name

Revised 9/12/2016

OFFICE USE

Approved by Elders: _____ Date: _____ Events on Church Calendar: _____

Received from Applicant: Certificate of Liability Insurance _____ Fees Paid _____

Walk-through completed on _____ by _____ and _____
(Applicant) (Trustee)