

Facilities Use Request Form
Le Mars Bible Church
712.546.6915

Date _____

Requested by _____ Phone Number _____
(person responsible) (home) (work)

Date(s) requested _____ Event/Activity _____

Time(s) requested, **including set up time** _____

Purpose of meeting _____

Room(s) requested _____ Food to be served? _____

Instructions:

1. This form must be **completed** and in the church office two weeks prior to the event.
2. Pick up the key at the church office on the date of the event (Mon – Fri) and it must be returned the day after to the church office. Arrange with the secretary for a key to be signed out to you in advance of the date needed.
3. Set up and tear down following the event shall be your responsibility. Please do not drag tables and chairs on the carpet – it will leave permanent black burn marks in the carpet.
4. After the event, you are responsible to empty the trash, vacuum, and clean up the kitchen.
5. If you would like assistance with re-setting chairs or if your event will require extra clean-up for the church custodians, please contact them directly. Angel Merry 515-890-9494. It is your responsibility to pay them for any extra work they do for your event.
6. No alcoholic beverages or tobacco are permitted inside or outside the building.
7. Light colored, non-staining beverages will be used. No red/grape Kool-Aid or juice.
8. Any damages that occur will be the responsibility of the undersigned. Please advise of any equipment malfunctioning.
9. Hanging from the basketball hoops or supports is strictly prohibited.
10. Responsible person will meet with staff for walk through and instructions _____
11. If you need sound staff for your event, you are responsible to reimburse them for their time.

Equipment:

Indicate the number of chairs, tables, etc. needed _____

Sound/Video System: (Describe what is needed) _____

Sound Staff Needed: Yes _____ No _____ Personnel: _____
(To be completed by AV director)

Other Needs: _____

Release of Liability

In consideration of the use of the facilities of Le Mars Bible Church (LBC), the undersigned assumes all risks to persons or property that may be sustained in or about LBC facilities in connection with its use. The undersigned releases fully and discharges LBC, its agents and employees from any and all liability resulting from any personal injury or damage to property which is caused in any way during the use of the facility. I am aware that by signing this release, I am waiving certain legal rights, including the right to sue LBC.

I agree to the above terms: _____
(Signed) (Date)

For office use only:

_____ Confirmed _____ Not confirmed _____ Key checked out _____ Key returned

_____ Instructions and Walk-through Accomplished

Remarks: _____

Deacons/Admin Office Authorization _____
(Signed) (Date)

June 2012