



THIEF RIVER FALLS EVANGELICAL FREE CHURCH BUILDING AND GROUNDS USE REQUEST FORM

The mission and purpose of the Thief River Falls Evangelical Free Church is to cultivate followers of Christ among all peoples. The church's desire is to serve as an outreach to our area and community and to use our building for the benefit of others. As such, the church is pleased to consider your request to share our facility.

Name of organization or individual: _____

Responsible party: _____

Address: _____

Phone number: _____ E-mail: _____

Organization's purpose: _____

Are you a Nonprofit? _____ If yes, Nonprofit type: _____

Nonprofit Tax ID number: _____

Date requested: _____ Start time: _____ End time _____

Frequency: _____ One time _____ Monthly _____ Weekly _____ Other

Which day(s) of the week: _____

Describe in detail the type of event you will bringing to our facility, including the number of participants: _____

Will you provide set-up, clean-up and janitorial services? _____ If no, cost of set-up and church janitorial services will be based on an established fee schedule.

Which areas of the church are you requesting: _____ gymnasium _____ kitchen

_____ chapel _____ classrooms _____ enter number of classrooms

_____ commons _____ sanctuary _____ other(please specify)

Equipment needed: _____

Other information: _____

AGREEMENT

I have read the following conditions and agree to abide by the same, and to insure that all participants do likewise.

Printed name of responsible party

Date

Signature of responsible party

CONDITIONS OF USE

- ~ A usage fee, if any, will be established with the church.
- ~ User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the facilities.
- ~ User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or beliefs of the church, which is a biblically-based religious organization.
- ~ User will abide by the terms of the Hold Harmless and Indemnification Agreement.
- ~ User agrees to be responsible for preparing for use and returning to pre-use condition all areas of the premises which the user will use.
- ~ User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if found to be in a safe condition.
- ~ User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the church.
- ~ User agrees that all participants will exercise reasonable care and judgment in order to prevent defacement, damage, or breakage to the church property. The User agrees to pay any costs incurred by the church for cleaning, repairing, or replacing any church property or equipment. Any such damage or breakage shall be immediately reported by the User to the church office.
- ~User agrees not to remove any church property or equipment from the church grounds.
- ~ User agrees to confine themselves to the areas agreed to in this agreement and will not exceed capacity limits of the requested areas.
- ~ The use of tobacco products, alcoholic beverages or drugs is prohibited on church premises.

~ The church seeks to provide a safe environment for all participants, and particularly for children and youth. User agrees that no fewer than 2 adults shall be present at all times during any program or event involving children. Adult supervision is required at all times both inside and outside the church facility, including the parking lot and play areas.

~ Food and drink shall be limited to areas approved by the church.

~ The church reserves the right to pre-empt any facility use for its own purposes for unexpected events, such as funerals. Notice will be provided to the User as early as possible.

~ The church is not responsible for theft or damage to the Users property whether on the church property or in Users vehicles.

~ User agrees that they will ensure that all event participants leave the building and church premises after the event. User is responsible for turning off all lights, turning off all equipment, closing windows, and locking doors unless other arrangements have been made with the church.

~The use of sanctuary equipment is available on request but must be operated by church trained individuals. Fees may apply. No other equipment may be attached to the church sound or video equipment without prior approval by the church.