



Facility Usage Agreement

Event Name: _____

Event Date(s): _____ Event Set Up Time: _____ Start Time: _____ End Time: _____

Contact Person: _____ Phone: _____

Email: _____ Anticipated # of participants: _____

Please circle room(s) requested:

Gymnasium Nursery Area Preschool Area Children's Area Main Hall Kitchen
 Sanctuary Athletic Fields Activity Center Classroom(s): _____

Event Description:

All groups accept responsibility to:

- Complete all set-up needs required for their event.
- Clean up after their event:
 - Return all tables, chairs, and equipment to its original set/location.
 - Promptly remove left over food.
 - Wipe down any and all surfaces used, removing any stains or crumbs,
 - Sweep and mop the floor as necessary.
 - Remove all decorations immediately following your event.

Outside groups additionally agree to:

- Submit the following additional paperwork:
 - Proof of Liability and Medical Insurance (available from your insurance provider)
 - Release of Liability Form (on reverse side)
- Submit the following fees:
 - Facility Use Safety Deposit of \$250.
 - Impact Fees or Donation (\$20 per hour per area).
- Understand that the signee bears responsibility for all conduct and facilities utilized during their event. In addition, the signee bears responsibility for any cleaning charges and expenses resulting from damage to church property or equipment.

All groups must sign the "Acceptance of Responsibility" on the reverse side of this document. Only outside groups must sign the "Release of Liability". No events will be approved without all documentation.



Acceptance of Responsibility and Release of Liability

Acceptance of Responsibility

I agree to be responsible for the conduct of those participating in the activity for which this application is being made, and for any damage that may occur as a result of our usage. I am responsible for any rearrangement of the facility and will return the facility to its original set up. I am also responsible for making sure the area I use is cleaned and ready for use immediately. I will remove all signs and decorations posted for my event at the conclusion of my activity. I understand that this agreement provides me license to use the facility and that the church does not represent that the property, facilities, or appliances are safe or suitable for the purposes for which I will utilize it. I acknowledge that the church provides it's properties, facilities, and appliances on an "as is" basis and that I incur all responsibility for my event.

Signature: _____ Print: _____ Date: ____/____/____

Release of Liability

This **Release of Liability** is between the above-named organization/individual and Cedar Creek Baptist Church.

Recitals:

- The church is the owner of the real property and improvements located at 7709 Bardstown Road Louisville, KY 40291
- The above-named organization desires to use the property described above for meetings and other activities.

Agreement:

NOW THEREFORE in consideration of this church permitting above-named Organization to use this property and improvements described above, Organization agrees as follows:

1. Organizer/Organization hereby releases, discharges, and covenants not to sue the church, or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization's use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such a claim.
2. Organizer/Organization represents that it carries standard general liability insurance coverage with a minimum of \$1,000,000 per occurrence with a \$3,000,000 aggregate. Organization will provide the church with proof of liability insurance and will add the church as an additional insured under Organization's general liability policy.

Signature of Organizer: _____ Print: _____

Organization: _____

Date: ____/____/____ Phone: _____ Email: _____

Since our event involves minors, we attest that our organization has properly investigated all persons with access to minors and that we will use a high degree of care in supervising all activities with minors during our use of the property under the terms of agreement.

Office Use Only:	Date:	Received by:
Facility Use Agreement received:	____/____/____	_____
Proof of Liability Insurance received:	____/____/____	_____
Release of Liability form received:	____/____/____	_____
Facility Usage Safety Deposit received:	____/____/____	_____
Impact Fees or Donation received:	____/____/____	_____
Event Approved, added to book & calendar:	____/____/____	_____