

**CENTENNIAL EVANGELICAL LUTHERAN CHURCH
BUILDING USE AGREEMENT**

Centennial welcomes community groups to our facilities. We believe the building is God's property and therefore it is to be used whenever possible by non-profit groups outside the Church's purview that are consistent with the Christian principles on which we are founded.

Please note that occasionally church activities such as holiday services, weddings and funerals may interfere with a scheduled activity. When this occurs we will contact the responsible person as soon as possible to make alternate arrangements.

MARK ONE BELOW:

_____ Regular repeated use agreement for the period _____ to _____
not to exceed 12 months.

_____ One time use for _____
Date

Type of event

_____ request the use of:
Group Name

_____ Luther Hall (large social room downstairs)
Will you be using the kitchen? Yes No - if yes please request kitchen use agreement.

_____ Sanctuary

_____ Library (hold about 12)

_____ Classroom circle one for up to 12 people **or** up to 20 people

Please list the day and time period needed

Responsible Person for Group _____
Print Name

Address

Home Phone

Cell Phone

Email address

This form must be completed and signed at least 2 weeks prior to use (first use if ongoing).

To contact us please call 610-933-1528 or email Rebecca@Centenniallutheran.org
Please read and sign the form and return to:
Centennial Lutheran Church
PO Box 840, Kimberton PA 19442

Please read and sign below:

FACILITY USE AGREEMENT-complete and return to the secretary

At the time of each use, the group will take the necessary steps to insure the following:

1. rooms used are left in clean condition
2. All tables and chairs used are returned to their original position.
3. All lights have been turned off (including bathrooms)
4. Thermostats are reset to pre-event levels.
5. All trash created by the group is taken with the group.
6. Doors to be secured.
7. Any damage to the facility is reported to the church within 24 hours. Group agrees to pay for any damage caused by their use.
8. This is a non-smoking facility

The church is not liable for any accidents which occur on church property, but it is requested that all accidents be reported to the church office.

Agreement must be signed by responsible person, over 18 years of age.

The undersigned hereby acknowledges receipt of and agrees to the attached Facility Use Policy and Kitchen Use policy (if applicable). I agree to be responsible for damages caused by, or as a result of our use of the facility.

User further agrees that during its use of the facility, it will indemnify and exonerate, and hold Centennial Evangelical Lutheran Church harmless from any and all liability and from all claims for damages, loss, or injury, to members of the public, guests, invitees, officers, or employees, or the property of the group, or any other person, occasioned by, or resulting from the use of the property by the group.

Signature

Date

Printed name

Address

Once approved and scheduled a copy of this form will be returned to you by mail.

FOR CHURCH USE ONLY

Use approved and time scheduled as follows:

Date, time and space approved

Name of person authorizing use

KITCHEN USE AGREEMENT

At the time of each use, the group will take the necessary steps to insure the following:

1. Kitchen is left in a clean condition.
2. PLEASE NO COFFEE GROUNDS IN THE SINK.
3. All lights have been turned off .
4. If needed, appliance manuals are in the top cabinet next to the refrigerator.
5. Label your items with your group name and date, unmarked items may be used by others. All undated items will be discarded by kitchen committee.
6. Please return items to the same place you found them. Cabinets have been labeled to assist in this process.
7. Do not store items on the portable table. Its use is for food preparation and serving.
8. Please take your garbage with you.
9. We would appreciate your laundering towels and other items and returning them.
10. Any questions please inquire at the office.
11. If you intend to use the dish washer please notify the office so that our kitchen committee can contact you with instruction.
12. This is a non-smoking facility
13. Remember, many people are using this kitchen-enjoy!

My group will be using the kitchen and agrees to the above.

Signature

Date