

Application for Use of Liberty EFC Facilities

Name of Group: _____ Event: _____

Contact Person: _____ Phone #: _____

If there is a member or regular attender of Liberty Evangelical Free Church who is also a member of the applying group and who will accept responsibility for directing the proper use of the facilities, please note:

Church Member/Attender: _____ Phone #: _____

Date(s) of event: _____ S M T W Th F S

** No events will be scheduled after 9:00 pm on weekdays and 3:00 pm on Saturday*

- Single Event
- Recurring use of specific rooms/areas for regularly scheduled program

Time(s) Required: (Set-up and clean-up times must be included in hours)

From: _____ AM To: _____ AM Event Start Time: _____
 PM PM

Rehearsal time required? No Yes Date and time: _____

Estimated number of people involved: _____

Which room(s) would you like to request? (Check all that apply)

- Entire Facility OR Activity Center Kitchen Dining Room
- Foyer CE Chapel CE Wing (incl. classrooms)

Items needed: (Check all that apply)

- Tables # _____ Chairs # _____ Kitchen appliances _____
- TV/DVD Sound System* AV Computer*

* Only an approved LEFC tech can run this item. Charges may apply.

Please briefly describe the event and any other useful information for consideration:

Signatures on this form indicate the agreement of the user/renter to the terms and conditions that apply:

- Applicant hereby acknowledges that Applicant has read and reviewed the Facility Use Policy (July 2011) adopted by Liberty Evangelical Free Church and does hereby agree to utilize Liberty Evangelical Free Church in strict compliance with said policy. Application acknowledges that violation of the Facility Use Policy constitutes grounds under which the Applicant’s license for use of Liberty Evangelical Free Church may be terminated, without notice by Liberty Evangelical Free Church. Applicant acknowledges Applicant is granted a license only for the use of the church and has no ownership or possessory interest to Liberty Evangelical Free Church through the use of this license.
- Applicant does hereby agree to indemnify and hold Liberty Evangelical Free Church, its staff, officers, agents, and personnel, harmless from any liability which may occur as a result of Applicant’s use of Liberty Evangelical Free Church and shall indemnify Liberty Evangelical Free Church against any such claims or causes of actions that may be filed or brought related to Applicant’s use and its members, guest, employees, and agents pursuant to this application of Liberty Evangelical Free Church property.
- Applicant acknowledges and agrees that Liberty Evangelical Free Church shall provide no supervision or control over the church property being used by Applicant, nor shall Liberty Evangelical Free Church be responsible for any loss, damage, or injury that may occur on church property during Applicant’s use of the property. Applicant acknowledges it will name Liberty Evangelical Free Church, its staff, agents, officers and assigns as additional insureds on its insurance policy and provide proof of the same to Liberty Evangelical Free Church before use of the property. Failure to name Liberty Evangelical Free Church as an additional insured may constitute a breach of the license to utilize church property, and said license may then be terminated without notice by Liberty Evangelical Free Church.
- All attendees of the event (including children) must stay within the rooms/areas of the facility being rented/reserved. No child or group of children may be left alone at a ministry function or in a church facility without a minimum of two adult supervisors being present. **Children must not be allowed to roam/play/run unsupervised throughout the facility before, during, or after the event.**
- The applicant agrees to be responsible for any property damage that results during the use of facilities. Please report any damage to the church office promptly.
- Set-Up/Decorating must take place the day of the event, unless other arrangements have been made with the church office.
- The group or individual using the facility is responsible for set up, clean up, and return to normal set-up of the facility, as well as securing (locking) the facility. (See attached “Responsibilities after Building Use”.)
- I have read and agree to comply with the “Liberty Evangelical Free Church Facility Use Policy”.

Damage Deposits and Usage Fees

The following table gives the usual deposit and usage fee that will be charged for each separate area of the facility.

Area	Deposit	Usage Fee
Entire Facility	\$300	\$75/four hours OR \$150/day
Activity Center	\$200	\$50/four hours OR \$100/day
Foyer (when used for specific activities)	\$50	\$25/four hours OR \$50/day
Library	\$50	\$20/four hours OR \$40/day
CE wing (incl. classrooms)	\$200	\$50/four hours OR \$100/day
CE chapel (not incl. classrooms)	\$100	\$25/four hours OR \$50/day
Kitchen and dining room	\$200	\$25/hour hours OR \$50/day
Sound system	N/A	\$20/hour *
AV computer	N/A	\$20/hour *

** This charge is to pay the LEFC-approved sound or AV technician.*

Signature of Applicant: _____ **Date:** _____

Responsibilities after Facility Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

- Collect all garbage into bags and bring it out to the dumpster located east of the front entry.
- Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify office so correct cleaning solutions can be used to remove stains.*
- Clean crumbs/food off all chairs. If stains occur, please notify office so correct cleaning solutions can be used to remove stains.
- Return all tables, chairs, easels, and other equipment to their proper places after the event. Return all rooms used to their normal set up.
- If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Wipe counters and leave kitchen clean and ready for the next use.
- Take all extra food and beverage with you, unless specific plans for usage have been made.
- Check restrooms and clean where necessary.*
- Wipe windows on entry doors, if needed.*
- Sweep floors and mop as needed.*
- Report any damage to equipment or property promptly to the church office.
- Remove any items on the walls or set out on tables that were used for your event.
- If the building is not in use when the event is finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up or call the church contact person (given to you by the church secretary) who will lock up the facility.

* Washcloths, towels, a broom, a dustpan, etc. are located in the janitor's closet. Please return these to the janitor's closet when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.