

## Facility Use Agreement – MLC Member

*This form is to be completed by the responsible person for any non-worship or non-ministry event that takes place in the Messiah Lutheran Church (MLC) facility and must be on file at least two weeks prior to the start date of the event. Check area/room availability with the Administrative Assistant, the Property Committee, and the Audio/Visual Team prior to completing this form. The signed original will be kept on file in the church office; a copy will be provided to the responsible person upon request as confirmation of facility reservation. **Your date is not firm until deposit and signed agreement are on file.***

### Please note:

- 1) It is your group's responsibility to leave the space as you found it.
- 2) Only use the sound system, computer, or the projector if you have received training. Once used, it **MUST BE** packed and stored the way it was found.
- 3) Funerals or other unforeseen church-related priorities take precedence over ALL scheduled activities. MLC reserves the right to cancel any activity if it becomes necessary to schedule a funeral.

### Facility User Information

Name of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Anticipated number in attendance: \_\_\_\_\_

Time of Event (beginning & end times): \_\_\_\_\_ Anticipated time of set up: \_\_\_\_\_

Area/Room(s) to be used: \_\_\_\_\_

Name & Position of Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone Contact: \_\_\_\_\_ Secondary Phone Contact: \_\_\_\_\_

Email: \_\_\_\_\_

### **EVENT SET UP:**

\*Will you need time before the event to set up? ☐ Yes ☐ No How much time? \_\_\_\_\_

\*Will you need time after the event to take down? ☐ Yes ☐ No How much time? \_\_\_\_\_

***\*Note that charges start when set-up begins and end when take-down is completed.***

Are tables and chairs needed inside? ☐ Yes ☐ No Where are they needed? \_\_\_\_\_

If yes, do they need to be transported? ☐ Yes ☐ No (Not guaranteed, but we will try.)

Will you need to use MLC's tablecloths? ☐ Yes ☐ No If so, you will be responsible for washing them after the event.

Will you need assistance setting up tables, chairs, etc.? ☐ Yes ☐ No (Not guaranteed, but we will try.) Please provide a set-up sketch by attaching to this form. ☐ Attached ☐ Will be sent

### **EVENT REGISTRATION AND ATTENDANCE:**

Who will be invited?    ☐ Church members    ☐ Community

Do you plan to collect registrations for the event?    ☐ Yes    ☐ No

### **PROMOTIONAL PLAN:**

Do you plan to create a promotional graphic or flyer for event?    ☐ Yes    ☐ No

Would you like MLC to create a promotional graphic for this event?    ☐ Yes    ☐ No

If yes, include all details and any suggestions on what the vision is:

---

---

---

---

What date range would you like promotions to run? (Unless otherwise requested, info will be included in announcement sheet and weekly E-News.) \_\_\_\_\_

A written announcement is advisable regardless of flyers and graphics. Please submit that via email to office@messiahknoxville.org. Event specific emails can be requested by emailing office@messiahknoxville.org Otherwise it will be included in weekly E-News and bulletin announcement sheets.

### **AUDIO/VISUAL NEEDS:**

Is audio or video system support needed?    ☐ Yes    ☐ No (Not guaranteed, but we will try.)

Describe the audio & video system needs: \_\_\_\_\_

If outdoors, are covered areas needed?    ☐ Yes    ☐ No (Not guaranteed, but we will try.)

Describe the covered areas: \_\_\_\_\_

---

---

---

### **OUTSIDE AND LIGHTING NEEDS:**

If outdoors, will there be lighting needs?    ☐ Yes    ☐ No (Not guaranteed, but we will try.)

Describe lighting needs: \_\_\_\_\_

If outdoors, does the parking lot need to be restricted during the event?    ☐ Yes    ☐ No (Not guaranteed, but we will try.)

Describe the restricted parking areas: \_\_\_\_\_

Will assistance be needed after the event to remove non-church owned items? ☐ Yes ☐ No

**ANY ADDITIONAL INFORMATION TO SHARE:**

**FACILITY USE FEES (Fill in Total Amount in Second Bullet in the Agreement below)**

- Kitchen, cold storage and prep only (not using stove/oven): \$10 per hour
- Kitchen, full use: \$20 per hour (birthday parties, anniversary, etc.)
- Old Narthex: \$10 per hour
- Fellowship Hall (no kitchen use): \$10 per hour
- Courtyard: \$10 per hour
- Nave/Sanctuary: \$20 per hour
- Additional Rooms/Classrooms: \$10 per hour
- Library: No charge
- Early Access Fee (for your group to set up): No charge
- Deposit (refundable): Replacement value of anything that is destroyed/damaged
- Audio/Visual Fee: No charge
- Music Fee: Determined by Director of Music
- Custodial Fee: Determined by Council President

**Agreement**

- I/we have read the Facility Use Policy and Facility Use Expectations and agree to abide by all rules and expectations set forth therein.
- I/we agree to pay MLC the amount of \_\_\_\_\_ for the use of the church facilities as detailed above.
- I/we agree that all fees and deposits will reach MLC at 6900 Kingston Pike, Knoxville, TN 37919, one week in advance of the use start date. If donations are not paid and cleared before the use start date, permission for the use of the MLC facility may be revoked.
- I/we agree to abide by the expectations spelled out in this document and to complete the Departure Check List(s) and Church Key Agreement (if applicable). MLC agrees to provide the church facility as they are. (MLC does not provide set up or cleaning.) Fees will defray costs for air conditioning/heating, water, bathroom facilities, janitorial service, and electricity.
- I/we agree to return the used facility to the configuration and condition in which we found it.
- I/we agree to hold MLC, congregational members, Congregation Council, and church personnel harmless and free of any claims of liability which may result from any injury or loss of property.
- I/we agree to accept full responsibility for any such claims from persons in attendance at this event. I/we agree to be liable for any damages or incident which may occur in connection with this event.

***Hand signatures are required below. Typed names or e-signatures will not be accepted.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_