

Facility Use Agreement – Non-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 four 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, you will need to transport them. You will also be responsible for setting up tables, chairs, etc.

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

PROMOTIONAL PLAN:

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, 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): Catered meals, user supplies all items \$50 per hour
- Kitchen, full use: Groups that are selling through the window: \$100 for 3 hours. Groups that are catering (on site prep: \$200 for 3 hours) Catered meal. Church china & silverware, dishwasher to be used: \$100.00 per hour Meal prep on site: \$200.00 per hour
- Old Narthex: \$35 per hour (2 hours minimum)
- Fellowship Hall (no kitchen use): \$60 minimum for 3 hours - \$30 each hour after.* Charges will begin once set-up begins and conclude once cleanup is completed. It can include audio visual equipment but is not automatic. Individual needs will be assessed.
- Courtyard: \$20 per hour with 3 hours minimum

- Nave/Sanctuary: \$100 minimum for 3 hours - \$40 each hour after
- Additional Rooms/Classrooms: \$35 per hour (2 hours minimum)
- Library: \$35 per hour
- Early Access Fee (for your group to set up): \$10 per hour.
- Deposit (refundable): 50% of initial request.
- Audio/Visual Fee: \$35 per hour
- 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: _____