

# MESSIAH LUTHERAN CHURCH OF CAMROSE

## FACILITY USE CONTRACT

(To be completed by all users)

1. User Group \_\_\_\_\_
2. Contact Person \_\_\_\_\_ Phone \_\_\_\_\_
3. Messiah Group or Individual Sponsoring the event \_\_\_\_\_
4. Third-Party User Insurance  
Proof of Liability Insurance (witnessed by) \_\_\_\_\_  
OR  
Purchase of Liability Insurance  
(witnessed by) \_\_\_\_\_
5. Date and Time Requested \_\_\_\_\_
6. The following conditions will apply:  
Size of group \_\_\_\_\_ Length of stay: \_\_\_\_\_  
Publicity of choice     Worship Announcement     Sunday Bulletin     Messenger  
                                   Calendar     Posters     Word of Mouth  
Emergency contact name and phone number \_\_\_\_\_  
Keys to the church and lock up \_\_\_\_\_  
Space allocation \_\_\_\_\_  
Entrance \_\_\_\_\_
7. Approval by Messiah Staff Member:  
Signature \_\_\_\_\_ Date \_\_\_\_\_
8. Approval by Messiah MLW Executive (if required)  
Signature \_\_\_\_\_ Date \_\_\_\_\_
9. Cheque(s) should be made out to **Messiah Lutheran Church** .  
Refundable Damage Deposit: \_\_\_\_\_  
Third-Party User Fees \_\_\_\_\_  
Donation for Facility Use: \_\_\_\_\_  
Total Amount Received: \_\_\_\_\_
10. I / we have reviewed a copy of the Facility Use Policy (and the Special Events Policy where appropriate) and agree to the conditions outlined.  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Request processed by _____	Date _____
Confirmed by _____	Date _____