

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 _____