



2017 FACILITY RESERVATION AGREEMENT

Reservations are on a first come/first serve basis.

Name of person responsible for this event/activity: _____

Phone Number: _____ email: _____

Description of Event/Activity: _____

Room Reserved: ____ Family Life Center ____ Heritage Dining Room ____ Other: _____

Number of People: _____ Equipment Needs: _____

Specific reservation dates and times: _____

Adult West Nidaros member who will be present during this event/activity: _____

Key Information: ____ I need a key ____ I will use the key belonging to: _____

(A \$10 refundable key deposit will be collected)

For Team Practices: For team practices, a West Nidaros Lutheran Church Waiver of Damage and liability form must be completed by each participant prior to participating in the practice.

The person responsible ensures all participants have signed and submitted a West Nidaros Lutheran Church Waiver and liability form. The person responsible must keep their group retained within the reserved area and provide supervision during the entire duration of the event/activity ensuring rules for use of the facility and equipment are followed. *For team practices and other events:* The person responsible accepts full responsibility for any damages incurred during the use of the space and equipment utilized including the bathroom facilities. No red beverages are allowed in the facility. Before leaving the facility the person responsible makes sure lights are turned off, garbage is picked up, equipment is returned to proper storage, and the facility is locked. **I understand that this is a church and if a church-related event, such as a funeral, arises, the facilities might not be available to use, and only a few days' notice might be given.**

I have read and accept these responsibilities and understand the conditions of this reservation,

Signature

____/____/____

Date

OFFICE USE ONLY

____ Facility Reservation Agreement signed and submitted

____ West Nidaros Lutheran Church Waiver of Liability & Damage Forms signed and submitted

____/____/____

____ Team members & the responsible adult are aware of the "Ten Commandments for using the FLC."

____ Key # ____ given to: _____

____ Returned

Updated: August 2016