

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** .

User Fees: _____

Donation for Facility Use: _____ (Charitable receipt to be issued for any amount over the facility fee.)

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 _____