

APPLICATION FOR USE OF LCF CHURCH FACILITIES

Name of Group/Organization _____

Date of Application _____ Single Event _____ Recurring Event _____

Date(s) facility required _____

Which building(s)? _____

Time facility required: From: _____ am/pm to: _____ am/pm

Full Description of Activity (s) _____

Number of Participants: _____

Other particulars _____

Contact Person _____

Phone No. _____ Email _____

Credit Card Number/Exp Date/CCV _____

LCF church member, who is also a member of the applying group, who will assist in directing in the proper use of the facilities: _____

LCF member name and phone no. _____

The applicant executing this application hereby waives any and all claims, demands, and causes of action which they may have against LCF as a result of the use of LCF Church facilities pursuant to this application. The applicant and individuals executing this application shall indemnify and hold harmless LCF and its officers, agents, and employees from and against any and all claims, demands, causes of action, and all other loss and expense, including reasonable costs of litigation arising out of or associated with the use of LCF Church property by the applicant group and its members, guests, employees, and agents pursuant to this application.

Will foods be served? _____ What type of preparation? _____

We have read and agree to comply with the "LCF BUILDING USE POLICY".

Signature of Applicant _____

Title in Group/Organization _____

Cell Phone No. _____ Email Address _____

Street Address _____

Any love gift would be appreciated to help cover administrated and facilities cost.

FOR LCF OFFICE USE ONLY

Application Approved (yes/no and initials of office manager)

Date _____

Assignment Detail

Use of audio/visual equipment (yes/no) _____ **Authorized By** _____

Use of piano (yes/no) _____

Day of week _____

Time(s) needed _____

Duration [date(s)] _____

Compensation (if any) _____

LCF Church Activities Calendar Updated? (yes/no and initials of LCF office manager)

Attachment: Check list for building use.

(Copy to applicant and original in church office files.)