

Guidelines for Facility use by Outside Groups or Individuals

- A Building Usage Form is located on the Covenant Lutheran Church website: www.covluth.org
- The request will be reviewed by the Property Team and referred to the Church Council for approval.
- Priority for facility space is given to church-related functions and members.
- As priority is given to church-related events, outside groups or individuals may be assigned space on an as needed or as available basis. The office manager will notify the group or individual of any changes.
- The Church Council reserves the right to terminate the rental agreement immediately without liability or payment, if the applicant(renter) designated person or organization fails to comply with the rules and regulation of the Church and its Policies.

Supervision of Children and Youth

Covenant Lutheran Church seeks to provide a safe environment for all children and youth. The applicable group or organization must provide adequate adult supervision for all usage.

- No fewer than two (2) adults should be present at all times during an event, program, or other activity provided either by the church or by those individual, groups or organizations not affiliated with Covenant. This shall include, but is not limited to groups or individuals such as: boy scouts, girl scouts, dance, tumbling etc.
- Adult supervision is required at all times both inside and outside of the church property including the playground and parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervision.

Emergency Scheduling Conflicts

Covenant Lutheran reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

Certificate of Insurance Requirement

- Non-church organizations or events are required to provide a Certificates of Liability Insurance naming Covenant Lutheran Church as Additional Insured.

- A Certificate of Liability shall be turned in to the church office no later than two (2) weeks before the first use. For continuing usage, the form shall be renewed annually.
- The applicant (renter) is responsible for indemnifying the church for a not less than \$1,000.00

Release and Indemnity Agreement

This release and indemnity Agreement are between Covenant Lutheran Church and the organization: _____for use of the property as described in the Facility Usage Agreement.

NOW, THEREFORE, in consideration of Covenant Lutheran Church permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

1. Organization or individual(s) hereby indemnify, hold harmless, releases and discharges Covenant Lutheran Church and its administrators, directors, agents, officers, members, volunteers, and /or employees, from any and all liability claims, demands, losses or damage arising out of the use of the property.
2. Covenant Lutheran and its Insurance carrier exclude any and all medical coverage for this organization: _____

Acceptance of Responsibility

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We further agree that the church property will be used in accordance with the rules and regulations of Covenant Lutheran Church Facility Usage Agreement. I/We hereby consent to the Release and Indemnity Agreement and have provided a Certificate of Liability Insurance.

Name of Organization: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Covenant Lutheran

_____Request Approved

_____Request Denied

Signature: _____ Date: _____