EVANGELICAL COVENANT CHURCH
251 Lake Street
Dassel, Minnesota 55325
Phone (320) 275-3315 **Fax (320) 275-3316**

FACILITY USE POLICY FORM

It is our goal to seek to honor God in the management of our facility and grounds. We ask all who utilize the facility to share this goal.

Organization_____ Event _____

Event Supervisor _____ Phone(Home) _____

Mailing Address _____ Phone(Work) _____

_____ Fax _____

_____ E-mail _____

Room(s) requested: _____

Event date:_____ Expected Attendance: _____

Time Set-up Begins: _____ Start Time: _____ Ending Time: _____

Set-up/Special Equipment Needed: _____

_____

_____

Notes/Special Requests/All Monthly Dates of Use

_____

_____

_____

See back for more information on rules, regulations, and charges

The responsibility and liability for injury to persons or damage to property must be assumed by the organization and/or the individual making the reservation request. I certify that I represent the above organization and am authorized to accept in its name the responsibility and observance of the rules and regulations found on the back of this form for the use of the facilities of Dassel Covenant Church.

Signature_____ Date _____

Guidelines

A. Smoking and the serving of alcoholic beverages are prohibited in all areas of our church and its grounds.
B. No wedding or reception shall extend beyond 6:00 pm on a Saturday unless special arrangements are made with the custodian.
C. Groups are responsible for setting up and returning rooms and equipment used to the same location and arrangement they were in prior to usage.
D. Children must be supervised at all times.
E. Groups shall remain in the designated area(s) requested on the policy form.
F. The responsibility and liability for injury to persons or damage to property must be assumed by the organization and/or the individual making the reservation request.

Rental Fees:

***Rental & Custodial fees must be paid prior to the event.** **(make checks payable to Dassel Covenant Church)**

Our church family (members and adherents) do not have to pay the rental charge for the use of the church but is responsible for all other charges. *See below ** See below

Sanctuary…….$100.00
Fellowship Hall …….$150.00

Custodial Fees: Custodial fees are for cleaning, set up & take down.

*Quilt Retreats $160
*Quilt Show (Labor Day weekend) $160
*Bloodmobile $160
*Red Rooster Ambassadors $225 per summer/Labor Day weekend activities

**Rental fees may be waived for community and non-profit organizations at the discretion of the Pastor or the Leadership Team.*
*** Rental of the facility (for profit organizations) must be approved by the Leadership Team.*

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USE OF CHURCH FACILITIES RELEASE OF LIABIITY AND ASSUMPTION OF RISKS

RELEASE OF LIABILITY

In consideration of Evangelical Covenant Church's permission to use church facilities.
I hereby agree: To release all liability for any loss, damage, injury and/or expense that I or any participants of my program may suffer as a result of my use of church facilities.

PROOF OF INSURANCE
I have insurance protection: ____ yes ___ no
Insurance Company: _____ Address: _____

Certificate of Liability Insurance is required naming Evangelical Covenant Church as Certificate Holder.
I have read and understand this agreement and I am aware that by signing this agreement, I am assuming responsibility for the activity I am initiating and release any liability from Evangelical Covenant Church.

Insured Party _____ Signed _____

Date: _____ Please print name clearly _____
This agreement must be completed in full, signed and dated before actual use of the facility takes place. Also, need certificate of liability from your insurance company.