

FACILITY USAGE REQUEST FORM

FACILITY USAGE AGREEMENT

Christ Lutheran Church and Education Center - 11720 Nieman, Overland Park, KS 66210
913/345-9700 FAX 913/345-9707
(due 30 days prior to event)

Baseball Team Name: _____

Date Request Submitted: ____/____/____ Coach Name/Requested By: _____

Desired Day of Week: Mon. Tue. Wed. Thur. Fri. Sat. Sun. Desired Time: _____

Alternate Date: Mon. Tue. Wed. Thur. Fri. Sat. Sun. Desired Time: _____

Person Responsible/Contact Person: _____

Address: _____

Cell Phone: _____ Email: _____

The above-named group or organization (1) acknowledges receipt, from Christ Lutheran and Education Center, a Kansas not-for-profit corporation (CLCEC), of CLCEC's Facilities Usage Policy. and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of CLCEC facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with CLCEC's Facilities Usage Policy in connection with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, and such additional requirements and restrictions as may be communicated on behalf of CLCEC to the above-named group or organization prior to or in the course of such usage. The undersigned agrees to be responsible for obtaining key/code/security information 2 business days in advance of the event, locking the property after the event; returning key within 1 business day following the event. (Key/Code/Security Information are available Monday through Thursday, 9am to 4pm, in the church office.) I understand that I/my group is responsible for leaving the property in the same condition as when we arrived. If additional cleaning is necessary, or any damage is caused by my group, I agree that I/my group may be held responsible for any expense incurred.

Date _____ Signature _____ Print Name _____

Signature of person responsible/contact person Title _____

Signature also required on UNCONDITIONAL RELEASE form (see page 6)

 (Completed after approval from EMT)

I agree to the fee of _____ for this event

Signature of person responsible/contact person

 (to be completed by staff)

Fee for use: Yes No Amount: _____ Deposit: Yes No Amount: _____

Date approved by EMT: _____ Approved by: _____

Key/Card, Security Information issued to: _____ on _____

Key/Card, Security Information returned: _____ Comments: _____

STAFF CONTACT PERSON for event _____ STAFF PHONE#: _____

Date entered on calendars/s: _____ Security Codes deleted: _____

UNCONDITIONAL RELEASE

The undersigned, in return for the use of certain facilities of Christ Lutheran Church and Education Center of Overland Park, 11720 Nieman, Overland Park, Kansas 66210 for the purpose of (Event/Organization, etc.) _____ on the _____ day of 20 ____, (or during a specified time period) and for other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, does hereby unconditionally release Christ Lutheran Church and Education Center and each and every one of Christ Lutheran Church and Education Center's subsidiaries, agents, servants, officers, directors, teachers, representatives, school personnel, volunteers and anyone acting on its behalf, and waive any and all claims and damages of each and every kind including, but not limited to, any suit, cause of action, judgment or claim of any kind for personal or bodily injury and property damage, arising from or in any way related to any act, error, omission, transaction or occurrence by or on behalf of the Christ Lutheran Church and Education Center or on account of or arising from any condition of the Christ Lutheran Church and Education Center's real or personal property. This release and waiver includes, but is not necessarily limited to, the release and waiver of any damages of every kind caused by the Christ Lutheran Church and Education Center's negligence or intentional act, error or omission. The undersigned understands and acknowledges the use of the facilities, grounds and entrance on to the Christ Lutheran Church and Education Center's property is conditioned on this release and waiver and the undersigned hereby agrees, promises and warrants this Unconditional Release shall be binding upon his/her/its heirs, agents, assignees, representatives and agents of every kind and further agrees to indemnify and hold the Christ Lutheran Church and Education Center harmless from any claim, suit, judgment and damages of every kind, including attorneys' fees and legal costs, the Christ Lutheran Church and Education Center incurs or sustains as a result of any claim or suit brought by the undersigned or by and third party arising out of or in any way related to the use of the Christ Lutheran Church and Education Center facilities and grounds for the purpose(s) stated above.

Signature: _____

(Name of Organization) _____

Title: _____

Printed Name: _____ Dated: _____
