

MORNING STAR LUTHERAN CHURCH & SCHOOL

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CHURCH AND GATHERING AREA FACILITY USE APPLICATION FORM

Name of individual/group/organization: _____

Event planner/contact person: _____ Phone: _____ E-mail: _____

Date of request: _____

Facilities Requested

____ Church Sanctuary

____ Gathering Area

____ Fireside Room/Chapel

____ Equipment needed (please specify): _____

Please describe the activities taking place in the space(s) indicated above: _____

Date(s) of the event: _____

Time(s) of the event: from _____ to _____

Fees

Ministry Events

There are no fees for ministry events, but reservations should be made using this form.

Non-ministry Events

There is a fee for members of Morning Star and nonmembers to use the space(s) for private non-ministry events (i.e. family gatherings and organization meetings).

A \$50 per space security deposit is required for individuals and organizations who are not affiliated with Morning Star or the WELS/ELS. The security deposit must be paid at the time an application is submitted (separate check from rental payment); the security deposit secures your reservation. The security deposit or a portion of it will be returned/refunded after the facilities clear an inspection. **The total rental fee shall be paid prior to the beginning of the event.**

Security Deposit (refundable after the facilities clear an inspection) \$50 (per space) \$ _____

Facility Rental Fees

Gathering Area M.S. and WELS/ELS members = \$25/hr; nonmembers = \$50/hr \$ _____

Fireside Room/Chapel M.S. and WELS/ELS members = \$25/hr; nonmembers = \$50/hr \$ _____

TOTAL RENTAL FEE AMOUNT (paid prior to the beginning of the event) \$ _____

Please make checks payable to Morning Star Lutheran Church.

Member Supervisor (if required)

\$10/hr

\$_____

(paid to supervisor)

Morning Star reserves the right to review and approve or reject all requests for facility use.

It is the responsibility of the person or group using the facility to return the operations to the same conditions and arrangements as it was found. This includes cleaning and putting equipment and furnishings back in their original place following the event. Failure to clean the spaces and return equipment/furnishings may require financial reimbursement to Morning Star. Users are responsible for any loss or damage to the spaces and equipment.

Damage/Liability Waiver

For and in consideration of permitting the applicant and participants to observe, or use any facility or equipment of Morning Star Lutheran Church and School, or engage in and/or receive instruction in any activity incidental thereto some of which may involve dangers and risk of bodily injury, the undersigned applicant/responsible person(s)/organization shall indemnify and hold harmless Morning Star Lutheran Church and School and its officers, agent, servants, and employees from all claims, losses, damages, and expenses, including but not limited to attorney fees, arising out of or related to the observation or use of any facility or equipment or participation in any activity incidental thereto, provided that such claim, loss, damage or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use there from.

The undersigned applicant/responsible person(s)/organization will provide an insurance certificate as proof of insurance upon request naming Morning Star Lutheran Church and School as additional insured. The undersigned applicant/responsible person(s)/organization agree to abide by all the policies and procedures adopted by Morning Star Lutheran Church and School governing the use of the buildings and equipment and to see that the same are carried out and obeyed by others and agree to return the facility in the same or better condition as it was upon first using it. The undersigned applicant/responsible person(s)/organization assume full responsibility for and will make good for any damage done to the building and/or equipment during the period of usage and agree to pay any applicable assessed charges promptly upon receipt of Statement from Morning Star Lutheran Church and School.

Signature of Responsible Person: _____ Date: _____

Print Name: _____ Organization (if applicable): _____

(for office use only)

Morning Star representative approval: _____ Date: _____

_____ Date application received with \$50 per space security deposit included

_____ Date application: approved _____ denied _____

_____ Date total rental fee paid amount \$_____

_____ Date insurance certificate received (if required)

_____ Date security deposit refunded/returned amount returned \$_____

_____ Date additional fee paid (if any) amount \$_____ reason: _____