

Application for Building Use
University Lutheran Church
66 Winthrop Street
Cambridge, MA 02138
(617) 876-3256

1. Organization: _____
Mailing Address: _____

Contact Persons: (1) _____
Phone (H) _____ (W) _____ (C) _____
(2) _____
Phone (H) _____ (W) _____ (C) _____

Nature of Organization/Event: _____

2. Space being reserved: (Sanctuary, Alumni/ae Room, classroom, etc.)

Room: _____ Number of persons (est.): _____

3. Time(s) space will be used:

EVENTS

or

REGULAR MEETINGS

Date(s): _____

Hours of the day: _____

Frequency: _____

Day(s) of the week: _____

Hours of the day: _____

Date usage to begin: ___/___/___

Date usage to end: ___/___/___

4. Special Provisions (User-provided lighting, kitchenette use, piano use, etc.)

BUILDING USE DONATION RATE:

Basic rate:	\$
Other fees (specify):	\$
TOTAL AMOUNT DUE:	\$
Security Deposit (if applicable):	\$
Total Payment Received:	\$
Balance Due:	\$ by

This agreement is subject to the attached document, "Guidelines for Building Use by Community Groups." Failure to comply with these regulations may result in immediate dismissal from the premises and/or the denial of subsequent requests for use of the premises.

- 1) University Lutheran Church assumes no responsibility for accident, theft, loss or damage occurred by or to persons, property, equipment, and supplies used by groups outside University Lutheran while occupying the premises of University Lutheran.
- 2) User will indemnify and hold harmless University Lutheran Church from any and all claims for personal injury and property damage.
- 3) I have read, understand, and agree to follow the regulations detailed in the document, "Guidelines for Building Use by Community Groups."

Signed (User): _____ Date: _____