

BUILDING USE AGREEMENT

As a part of mission out-reach to the community of Door County Wisconsin, Bay View Lutheran Church is pleased to open their church building for use by non-profit, service-oriented groups and agencies for purposes consistent with Christian teachings and practices.

The church asks such groups to respect the church property and contribute to the maintenance of the building in ways specified below. We also request that you honor our "smoke free" buildings and grounds policy. Additionally, it must be understood that functions of the church such as funerals may occasionally require changes to this agreement.

\_\_\_\_\_ (group name)

requests use of the \_\_\_\_\_ (room/area)

of Bay View Lutheran Church for the following purpose(s): \_\_\_\_\_

\_\_\_\_\_ on the following dates/times: \_\_\_\_\_

Group representatives who will be present when the building is being used are \_\_\_\_\_

\_\_\_\_\_

The group will turn off lights, lock exterior doors, leave room(s) and furnishings in the condition they were found. Please make sure that the bathrooms have also been left in neat and usable condition. If the building requires extra maintenance after use by the agency a charge will be levied to cover the cost of janitorial services and billed to the agency.

Bay View Lutheran Church agrees to provide a clean, heated (or cooled), and lighted space for the meeting of the organization.

With increased cost in electricity, water and janitorial service, we ask that a good will offering be seriously considered to help us defray these expenses.

**Please check one of the following:**

\_\_\_\_\_ Group has liability insurance that will cover any claims for injury, death or property damage that may occur during the group use of this facility. (Information to be provided upon request)

\_\_\_\_\_ Group agrees to hold harmless Bay View Lutheran Church for any claims of injury, death or property damage that may occur during their use of this facility.

Person Authorized to waive or provide coverage \_\_\_\_\_  
*Signature and telephone number*

Group contact person(s) \_\_\_\_\_  
*Name and telephone number*

**FOR OFFICE USE ONLY**

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

Key issued yes no key number \_\_\_\_\_ person issued to \_\_\_\_\_

Did additional charges need to be levied for janitorial services? yes no

Reason \_\_\_\_\_

Amount \_\_\_\_\_