

HARVEST DECATUR FACILITY REQUEST FORM

Name of Group _____

Name of Contact Person _____

Phone _____ Other Phone _____

E-mail _____

Mailing Address _____

City _____ State _____ Zip _____

Number Attending _____

Arrival Date _____ Arrival Time _____

Departure Date _____ Departure Time _____

Room needed: _____

Purpose of Group: _____

Special needs: _____



BUILDING USE CONTRACT

PURPOSE:

The church building of Harvest Decatur:

- belongs to Harvest Decatur;
- is governed by the Elders of Harvest Decatur;
- is dedicated to the Lord Jesus Christ to bring glory to God.

As care-takers of the Church facility, the Elders of Harvest Decatur welcome members of our church to use the facility when their purpose and use are consistent with our bylaws, doctrinal statement, and convictions. Facility availability is also a determining factor for facility usage.

GROUP GUIDELINES/RESPONSIBILITIES

- **Group Size** – Maximum number: Sanctuary 200; Fellowship Hall 125
- **Scheduling and Master Calendar** – All approved requests for church building use must be coordinated through and not in conflict with the Church Master Calendar. Once approved, Church Staff and/or the Church Administrator will schedule on the Church Calendar.
- **Approval** - Church building use will be approved by the signature of a church Elder and also the signature of a church Deacon.
- **Coordination and Building Access** – Access to the Church building will be arranged through the Church Deacons.
- **Liability Waiver** – Groups must provide proof of liability insurance coverage or a signed liability waiver (see below).
- **Property Damage** – Groups are responsible for paying for or repairing any property damage incurred while using the building.
- **Promotion** – Group is responsible for its own promotion of event/function and all promotional advertising.
- **Equipment/Supplies** – Groups are responsible for their own equipment/supplies and removal of equipment/supplies unless pre-arranged with church Deacons.
- **Audio/Visual Equipment** – All Harvest Decatur A/V equipment must be operated by a member of the Harvest Decatur A/V team. Needs in this regard should be coordinated with church Deacons.
- **Beverages** – No alcoholic beverages or smoking on the premises.
- **Clean-up:**
 - **Garbage** - Empty all Garbage.
 - **Room Arrangement** – Put room back into pre-event state.



- **Furniture** – Place chairs, tables, etc into storage room properly
- **Cleaning**– Clean Tables, counters, and other surfaces.
- **Vacuuming** – Vacuum all used space as needed.
- **Kitchen** – All dishes need to be washed. Wipe down all counters, refrigerator, and floor, as needed.
- **Windows/Doors/Heat** – Close windows, lock doors, and coordinate with Deacons for the setting and resetting of thermostats in building.
- **COSTS OR FEES:** \$150/hr. for the Building (excluding HK classrooms). \$50/hr. for only Fellowship Hall/Kitchen. Checks made payable to “Harvest Decatur.” An addition \$25/hr. is required for A/V usage in the Sanctuary.

AGREEMENT OF TERMS:

I understand and agree to the terms of this contract.

Harvest Decatur Elder Signature: _____ Date: _____

Harvest Decatur Deacon Signature: _____ Date: _____

HOLD HARMLESS/WAIVER OF DAMAGES

In consideration of the Church granting the permission requested herein, Permittee agrees to indemnify and hold Church and its officers, agents and employees harmless from any and all claims, demands, lawsuits, actions of an kind, damages, judgments, amount paid in settlement, costs and expenses (including attorney’s fees) which may be incurred or arise out of Permittee’s exercise of the permission granted or from any of the Permittee’s activities related hereto. Permittee acknowledges that it will use Church facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the Church for any loss, injury or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslides, windstorm, earthquake of other acts of God. I certify that all statements on this application are complete and correct.

Signature of Applicant

Date

