



# FACILITY RESERVATION AGREEMENT

Reservations are on a first come/first serve basis.

Name of person responsible for this event/activity: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

Description of Event/Activity: \_\_\_\_\_

Room Reserved: \_\_\_ Family Life Center \_\_\_ Heritage Dining Room \_\_\_ Other: \_\_\_\_\_

Number of People: \_\_\_\_\_ Equipment Needs: \_\_\_\_\_

Specific reservation dates and times: \_\_\_\_\_

Adult West Nidaros member who will be present during this event/activity: \_\_\_\_\_

Key Information: \_\_\_ I need a key \_\_\_ I will use the key belonging to: \_\_\_\_\_  
(A \$10 refundable key deposit will be collected)

*For Team Practices:* For team practices, a West Nidaros Lutheran Church Waiver of Damage and Liability Form must be completed by each participant prior to participating in the practice.

The person responsible ensures all participants have signed and submitted a West Nidaros Lutheran Church Waiver and Liability Form. The person responsible must keep their group retained within the reserved area and provide supervision during the entire duration of the event/activity ensuring rules for use of the facility and equipment are followed. *For team practices and other events:* The person responsible accepts full responsibility for any damages incurred during the use of the space and equipment utilized including the bathroom facilities. No red beverages are allowed in the facility. Before leaving the facility the person responsible makes sure lights are turned off, garbage is picked up, equipment is returned to proper storage, and the facility is locked. **I understand that this is a church and if a church-related event, such as a funeral, arises, the facilities might not be available to use, and only a few days' notice might be given. I understand a \$250 janitorial fee will be applied if facilities not left clean.**

I have read and accept these responsibilities and understand the conditions of this reservation,

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## OFFICE USE ONLY

\_\_\_\_ Facility Reservation Agreement signed and submitted/with payment \_\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ West Nidaros Lutheran Church Waiver of Liability & Damage Forms signed and submitted  
\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ Team members & the responsible adult are aware of the "Ten Commandments for using the FLC."

\_\_\_\_ Key # \_\_\_\_ given to: \_\_\_\_\_ \_\_\_\_\_ Returned

Approved May 2016  
Updated March 2018