



First Covenant Church of Iron Mountain

125 East H Street, Iron Mountain MI 49801

906-774-5611

USE OF FACILITIES APPLICATION

(to be used for events NOT sponsored by the Church)

- ☐ Date of Application: _____
- ☐ Name of Organization: _____
- ☐ Organization status: Non-profit For-profit Individual
- ☐ Does the Organization hold liability insurance? Yes No If yes, is the Organization willing to add the First Covenant Church of IM as an "Additional Insured"? Yes No
- ☐ Adult in Charge: _____
- ☐ Address: _____
- ☐ Phone: _____
- ☐ Purpose for Request: _____
- ☐ Dates and Times Desired: _____
- ☐ Rooms/Facilities Requested: Kitchen, gym, fellowship hall, fellowship kitchen, youth lounge, meeting room, Café, pavilion, parking lot, firepit, other: _____
- ☐ Equipment Needed: _____
- ☐ Will any other equipment be brought in for the activity? Bounce house, gas grills, other: _____

Some equipment may require special permissions due to insurance obligations.

Comments: _____

Please use the room setup templates for specific setup requests.

USE OF FACILITIES AGREEMENT

Agreement: If facility use is approved, the licensee will agree to the following conditions:

- A) Young children will be under the supervision of a responsible adult; a sponsor must be at all student activities.
- B) All persons must remain in the area requested per the agreement.
- C) Upon leaving: All furniture and equipment must be returned to and in the same condition as prior to use. **All windows and doors must be closed and locked upon leaving the building.**
- D) Utilities will be used only as needed and set back to their previous settings.
- G) No smoking, no use of matches or flammables, and no alcoholic beverages in or on church property including carport, parking lot, pavilion, and grounds.
- H) The church accepts no liability for injury or loss of property while the licensee is using the facility.
- I) Any damage to the facility should be reported immediately.
- L) Use of the facility by the church supersedes this use agreement. If a funeral or time-sensitive event arises, your activity may need to be rescheduled.
- M) FCC reserves the right to discontinue this agreement at any time.

WAIVER OF LIABILITY

It is understood that the undersigned waives and releases all claims against the First Covenant Church, including its employees and agents, from any injury, loss, damage, accident, medical care, delay, or expense regardless of its cause, incurred in consequences of the use of the grounds, buildings, facilities, or equipment.

It is also agreed that the Church, including its employees and agents, will be released and held harmless from any financial obligation incurred by the user of the above enumerated grounds, buildings, facilities or equipment, and agree to indemnify them with regard to any such liabilities that may be caused while using such property.

The undersigned party agrees to pay the First Covenant Church \$_____

**Most instances do not require a payment but donations are always welcome
to offset the cost of utilities and maintenance. **

Signed: _____ Date: _____

Approved by Board of Trustees: _____ Date: _____

Facility Use Room Layout Request

Please use this template to make a request for room setup. This must accompany your application. Please return this form with drawings of any special table & chair setup as well as any other setup needs you might want.

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[illegible]

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Pew

Pew

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Sound

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Gym

