



Lutheran Church of Our Redeemer

1100 West Platte Avenue
Fort Morgan, CO 80701
Office: (970)867-8432

Building Use Request & Agreement

Request for Use: All requests for use of Lutheran Church of Our Redeemer must be made through the Church Office and approved by the Congregation Council. Requests should normally be received no less than thirty(30) days prior to the date desired.

Agreement: I will hold Lutheran Church of Redeemer, the individual members, council and employees, free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of LCOR's property. I certify that I will personally be responsible on behalf of the applicant for any damaged sustained by LCOR's property, to include paying for replacement if necessary, through the use of said property by the applicant. I will return the building and property in the condition it was in when I first used it. In the event that the building is not returned in the same condition it was found, I understand that I will be billed accordingly for any extra cleaning required. *(Please see the Building Use Guidelines.)*

Signature of Responsible Person _____ Date: _____

Name of Responsible Person: _____ Phone: _____

Name of Group or Organization: _____ Phone: _____

Address: _____

Phone number that the responsible party can be reached at during building use: _____

Date(s) of Use: _____ Time to begin the use of the building: _____

Time to end the use of building: _____

The following areas of the church building are not to be used unless advanced permission is granted: sanctuary, Sunday school supply and classrooms, the three offices in narthex, and library. Please list the reason for needing the building:

----- *For OFFICE USE ONLY* -----

Date approved by Congregation Council: _____

Who will handle time of arrival: _____ Who will handle time of departure: _____

Special Notes:

