**FACILITIES USE APPLICATION FORM (LCP F2)**

**Plymouth Congregational United Church of Christ**

**916 West Prospect Road, Fort Collins, CO 80526**

**Plymouth Congregational United Church of Christ is a welcoming and inclusive church that is open to sharing its facilities with community groups, both non-profit and for-profit organizations that pursue constructive policies consistent with those of the church. To help the church with upkeep and maintenance of its facilities, all non-profit groups that fall into Class 1A below will be required to make a donation consistent with their financial means and usage of facilities. Groups that fall into Class1B below will be granted special consideration by the Leadership Council. In addition, if a non-profit group charges a fee for attending a program or activity held at the church—note that permission must first be granted to do so—Class 2 fees apply. A charge for for-profit groups, all of which fall into Class 2, is applicable according to the fee schedule given below.**

Name of Organization or Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Event(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) for Building Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Admission fee charged:** □ **YES** □ **NO**

Facilities desired (please check):

|  |  |  |  |
| --- | --- | --- | --- |
| **Religious or Community Organization:** | **Class 1A****(required minimum donation)** | **Class 1B** **(financial hardship)**  | **Class 2**  |
|  Classroom(s): Nbr. of rooms \_\_\_\_ North Room/Forum Room: Fellowship Hall: Minimal Use of Kitchen: **Refundable key/damage deposit required prior to building use** | ** $28 per use**** $55 per use**** $110 per use**** NC** **$25** | ** YES**** NO****( If you checked yes, provide reasons for doing so below)** **$25** | ** $45 per use**** $85 per use**** $165 per use****N/A****$50** |
|  |
| **Recitals:** | **Active Members** | **Non-Members**  |
|  Sanctuary, Fellowship Hall, & Kitchen Custodial Fee if on Friday or Saturday |  $90 $60 (collect for 1 hour est.) |  $185 $60 (collect for 1 hour est.) |
| **Concerts that Charge Admission:** |  | **Non-Members**  |
|  Rehearsal Sanctuary & Fellowship Hall Custodial Fee if on Friday or Saturday |  |  $85 (per hour) $275 (up to 4 hours) $60 (collect for 1 hour est.) |
|  |
| **Personal Event Use by Members** |
|  Fellowship Hall & Kitchen: Dishes & Dishwasher: |  $110 $85 |

**If you have checked YES under Class 1B above, please explain your reasons for doing so: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The following statements must be signed by one of the persons who signed the Building Use Approval Form for this Organization or Individual:

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| --- |
| I understand that top priority for church facilities is always given to church programs and events and that all events scheduled by this form are tentative – subject to rescheduling should a future conflict arise.I understand that all fees must be paid in advance for all dates that the above Plymouth rooms are scheduled.I understand that if any of the facilities uses scheduled by this form are no longer required, I must notify the Office Manager as soon as possible.Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For office use only:

|  |
| --- |
|  Number of days scheduled: \_\_\_\_\_\_\_\_  Approval on File Total fees per day: \_\_\_\_\_\_\_\_ Total fees collected: \_\_\_\_\_\_\_\_ Classrooms Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Plymouth Congregational Church UCC**

**Building Use Waiver and Release Agreement**

I (we) enter into this Building Use Waiver and Release Agreement with Plymouth Congregational Church UCC for the privilege to use the facility located at 916 W. Prospect Road, Fort Collins, Colorado, 80526.

Purpose for Building Use\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Building Use\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In consideration for use of the facility, I (we) waive and release Plymouth Congregational Church, its agents, servants, employees, insurers, successors and assigns from all claims, demands, causes of action, damages or suits at law and equity of whatsoever kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence at the facility or use of the facility and/or equipment. This waiver and release is intended to and does release Plymouth Congregational Church from any and all liability for damages or injuries on account of or in any way related to or growing out of my (our) negligence, the negligence of third parties and Plymouth Congregational Church’s negligence, including but not limited to negligence in the construction, maintenance and upkeep of the facility and its equipment, negligence in training or negligence in supervision. This is not intended to release Plymouth Congregational Church from any liability resulting from their intentional conduct.

I (we) understand that Plymouth Congregational Church is not responsible for any lost or stolen valuables or property from within the facility.

While at the facility, I (we) agree to conduct myself (ourselves) in a responsible manner and will refrain from engaging in inappropriate conduct, including the use of loud, foul, slanderous language or any intimidating or offensive conduct that would interfere with the peaceful use and enjoyment of the facility by other users.

I (we) acknowledge that I (we) have received and read a copy of the current rules and regulations governing the use of the facility. I (we) agree that I (we) will fully comply with all rules and regulations and with any amendments.

I (we) have read the Agreement and understand that by signing the Agreement I (we) have consented to be bound by its terms, including the waiver/release of any legal right I (we) may have to sue Plymouth Congregational Church for any costs they incur because a claim or legal action is brought in violation of this Agreement. I (we) agree any violation of the Agreement and its terms and conditions, as determined by Plymouth Congregational Church, will void and terminate this Agreement and may result in loss of the ability to use the facility.

I(we) acknowledge that if we are asked to provide a Certificate of Insurance we will do so ten (10) days before the requested dates for the building use.

Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_