

FACILITY USE AGREEMENT

DESERT CROSS LUTHERAN CHURCH

8600 South McClintock, Tempe, Arizona 85284 • Phone: 480.730.860 Fax: 480.730.2533

Date of Request:

Date of Event:	Time of Event:	Total Hours Reserved:	Number in Group:
Group Requesting Use:		Event Description:	
Contact Person:		Address:	
City:	State:	Zip:	Phone #:
Fax #:	Cell #:	Email:	

Facility	NO ALCOHOL PERMITTED ON PREMISES		
Sanctuary	Fellowship Hall	Fellowship Hall Kitchen	Nursery
Education Building Classrooms #		Community Center Classrooms #	
Community Center	Community Center Kitchen	Community Center Stage	

Equipment				
Chairs	Tables	Overhead Projector	Screen	
Sound System	Sound Sys Tech	TV/VCR	White Board	Easel

- * Scheduling of Desert Cross Lutheran Church events will take precedence over outside requests.
- * The Property Manager has the ability to substitute space if requests for the same space, date and time are received or if the activity could be more adequately served in another space.
- * Deposit due at time of request (10% of anticipated facility fees).
- * If liability insurance is applicable, certificate is due 2 weeks after request is approved. Balance due 2 weeks prior to event.
- * Events that involve the consumption of food and beverages will require a mandatory Janitorial Fee. The Janitorial Fee does not include Set-up or Take-down services. See Recommended Fees for costs and other additional services available with Facility Use Agreement.
- * Desert Cross cannot store left over food and beverages. All food and beverages must be removed immediately following your event unless prior arrangements have been made with Desert Cross Staff.
- * Users of Desert Cross Facilities may check out a key prior to event – any and all doors unlocked during the event must be locked following event.

I agree to the terms of this agreement:

Signature Date

Approved Date

INSURANCE REQUIREMENTS (NON MEMBERS ONLY)

Each Occurrence	\$500,000.00
Damage to Rental Premises	\$ 50,000.00
Med Exp (any one person)	\$ 5,000.00
Personal and ADV Injury	\$500,000.00
General Aggregate	\$500,000.00
Products – COMP/OP AGG	\$500,000.00