



Application and Agreement for Outside Group Building Use of Allisonville Christian Church

This agreement by and between **Allisonville Christian Church (ACC) ("Owner")**, located at
7701 Allisonville Road, Indianapolis, Indiana, 46250, and

_____ ("User"), located at

will take effect on the _____ day of _____, year: _____ and will continue
from _____ to _____ on the ____ day of _____, year: _____.

If this is a repeating event, please mark here:

Event will repeat on the _____ every _____.

Allisonville Christian Church Contact:

Name: _____ Phone: _____

Email: _____

Outside Group Contact:

Name: _____ Phone: _____

Email: _____

Affiliation/Position with Group: _____

List any **3rd Party Suppliers, Vendors, etc.** you intend to assist in your event on the premises and their purpose. Liability insurance is required by these parties.

User Liability Insurance Carrier and Agent (If None, Please State):

Area(s) of the Church Premises to be Used (Please Select All that Apply)

<input type="checkbox"/>	Main Sanctuary: Comfortably seats up to 400 people. Appropriate use would include Weddings, Funerals, Concerts, Recitals, etc.
<input type="checkbox"/>	Family Room: Large, multi-purpose room. Banquet tables and chairs are available for use. The room can comfortably seat 150 people.
<input type="checkbox"/>	Casa/Fireplace Room: Midsized multi-purpose room. <i>(Requires approval by Casa del Alfarero Congregation)</i>
<input type="checkbox"/>	Large Classrooms: There are 2 large classroom-style rooms available. Each Room can be set up with tables and/or chairs to accommodate approximately 20 people. Select # requested.
<input type="checkbox"/>	Small Classrooms: There are 2 small classroom-style rooms available. Each Room can be set up with tables and/or chairs to accommodate approximately 12 people. Select # requested.
<input type="checkbox"/>	Kitchen: refrigerators for food storage, sinks, dishwasher, ice maker, microwave, coffee makers, coke machine, stove, oven and warmer. For safety reasons, Minors under the age of 16 are not permitted in the Kitchen
<input type="checkbox"/>	Retreat House: Equipped with Kitchen, bathroom, shower, and sleeping rooms with bunk beds for 6 people. A total of 10-12 could occupy the Retreat House if guests brought their own air mattresses. For meetings/events the space could accommodate approximately 25 people.
<input type="checkbox"/>	Exterior Grounds/Play Area: Minors must have adult supervision. The use of ATVs or other such recreational vehicles are NOT permitted on the premises.

Room Fee & Service Fee Schedule

Some of these fees are starting points and may increase with event type or involvement

Space	# of People	Time	Amount
Family Room (large open space ideal for meetings, events, meals, etc.)	150	less than 4 hours	\$200.00
		more than 4 hours	\$350.00
Sanctuary (recitals/concerts/etc.) (streaming available here)	400	recitals/concerts/ meetings	\$300.00
Large Classrooms (mid-sized rooms available for meetings and events)	20	less than 4 hours	\$75.00
		more than 4 hours	\$125.00
Small Classrooms (smaller rooms available for meetings and events)	12	less than 4 hours	\$50.00
		more than 4 hours	\$100.00
Casa Room (large open space ideal for meetings, events, meals, etc.)	75-100	less than 4 hours	\$125.00
		more than 4 hours	\$175.00
Retreat House (fully functional house, ideal for overnight use)	25	less than 4 hours	\$100.00
		more than 4 hours	\$150.00
	10-12	overnight	<i>varies</i>

If another fee was agreed upon, please put that amount here: \$ _____ **Office Manager Initials** _____

<input type="checkbox"/>	Set-Up & Tear Down (if requested, please fill out additional form for map)	\$ 50
<input type="checkbox"/>	Custodian or Cleaning of Any Kind	\$ 125
<input type="checkbox"/>	Audio Technician	\$ 100/event
<input type="checkbox"/>	Video Technician (For PowerPoints, Videos, Streaming, etc.)	\$ 100/event
<input type="checkbox"/>	Musician (Pianist, Organist, etc.)	\$ 100/event

Responsibilities of the "User"

1. "User" agrees to be responsible for preparing for use and returning the facility to the pre-use condition, including all areas of the premises which "User" will use including entrances and exits. "User" will be responsible for removing all articles, objects, or other items brought on the premises by them. This includes, but is not limited to, boxes, paper cups, beverage cans or bottles, flowers, left-over food, and all other trash. Anything brought into the facility must be removed. All trash must be deposited into the dumpsters and recycling receptacles located behind the church. Please recycle appropriate items. Vacuums are available if needed in the custodian closet off the kitchen area.
2. "User" agrees to confirm the outside grounds are kept clean and free of trash, bottles, containers, or paper before leaving at the conclusion of your event.
3. Should you have a spill greater than your ability to clean properly, please notify the Office at 317-849-3957 immediately.
4. All "User" group owned materials and equipment must be removed by the "User" when your event has concluded. If you need significant clean up time, please include that in your time request.
5. All furnishings and equipment must remain in the building. The cost to replace any missing or damaged items, furnishing, equipment or articles belonging to the "Owner" will be billed to the "User" accordingly. If a deposit has been paid by the "User," these costs will be deducted from any deposit refund.
6. "User" is responsible for making sure all doors are closed and locked and lights are turned off when you are finished. There are multiple access doors that lead into the facility so please be mindful of the security of the building, so please check ALL doors when leaving. Any damages or vandalism resulting from the "User's" failure to properly secure the building shall be the responsibility of the "User."

User Restrictions

1. Alcoholic beverages, gambling activities, and smoking are prohibited on the premises. Bingo or Lotteries are permitted provided they do not involve gambling.
2. Candles or open-flame devices or burning incense are not permitted unless special permission is given in writing by an Authorized "Owner."
3. Any group which includes students, high school age or younger, must always have a sufficient number of adult chaperones. A minimum of 2 Chaperones is required, at least 1 of each gender. Chaperones are to be listed below.

Chaperone Name	Phone #	Age

Building and Grounds Use Policies and Procedures

1. "User" agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules and regulations for all governmental authorities while using the church facilities. "User" also agrees that it will not use the premise for any purpose that is contrary to the mission, purpose, or belief of Allisonville Christian Church.
2. A key(s) for your event may be picked up between the hours of 8:30 – 11:30 AM or 1:30 – 4:30 PM on a day arranged with "User" contact person shown on page 1. "User" must return key(s) during office hours within two (2) days. A \$25.00 fee will be charged to the "User" if the key(s) are not returned.
3. The piano, organ, other instruments, and sound system in the Main Sanctuary are for our weekly Worship Services. Because only staff and approved members are permitted use of this equipment, the "User" must obtain written permission from the Authorized Owner Contact. If needed, the "Owner" will hire a sound and/or video technician to accommodate your needs when possible. This fee for hiring will be the responsibility of the "User" and beyond the rental fee for the facility. Movement of any instrument is not permitted by any "User" and its guests. Please contact the Authorized Owner Contact.
4. A Building Use Application and Agreement must be on file for any outside group using the facility along with a check for the usage charges agreed upon. Any special set up needs/accommodations must be agreed upon between the "User" and "Owner" and arranged at least two (2) weeks prior to the event and included in the building use application.
5. Room capacity limits shall not exceed the maximum limits specified above.
6. There will be no deposit refund if reservations are canceled by the "User."

Specify Any Special Accommodations/Needs Required from ACC

Request	ACC Agrees to Accommodate	ACC Unable to Accommodate

Payment Agreement Terms

<input type="checkbox"/>	Fee Agreement
\$: Amount User Agrees to Pay ACC for Use of the Premises
\$: Non-Refundable Deposit Paid
\$: Non-Refundable Deposit Paid Date
\$: Balance Due
\$: Balance Due Date
<input type="checkbox"/>	Non-Fee Agreement

Child Protection Policies Acknowledgement

Signatures	Party	Date
	Owner Provided	
	User Received	

Liability Insurance Requirement

Yes/No	Description	Liability Limit
	Proof of Liability Insurance Required and Attached	
	Certificate of Insurance Naming Allisonville Christian Church as an Additional Insured (REQUIRED)	

Hold Harmless and Indemnification Requirement/Agreement

To the fullest extent permitted by law, "User" shall hold harmless, defend, indemnify and release Allisonville Christian Church, its Staff, Volunteers, Associates and their employees from and against claims, damages including , bodily injury, personal injury, emotional injury or property damage, losses, and expenses including but not limited to, attorneys' fees, arising out of or resulting from any person using the above-described premises, its entrances and exits, and surrounding areas, for User's purposes, but only to the extent caused by the negligent acts or omissions of the "User", their employees, guests, Associates and anyone employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as a party or person described in Page 1 of this Application/Agreement.

In making this application, I certify that I have read and authorized to comply with all the terms described in this Agreement as set forth by Allisonville Christian Church (ACC).

Signed: _____ Date: _____
As Authorized Representative of "User" Group or Organization

Signed: _____ Date: _____
As Authorized Representative of "Owner" ACC

By Approving this Application, Allisonville Christian Church (ACC) agrees to allow use of the facility according to the terms and conditions of this Agreement.

Office Use Only:

Room(s) Available?	
Added to Calendar	
Key Given to Door(s)	
Marked in Key Log	
Date Given	
Date to be Returned	
Date Returned	
Map of Needs Provided	



Additional Information Needed if Set-Up or Tear-Down is Requested

As rooms are available, we are able to offer set-up of the spaces if possible and given enough time to plan for the event. Please refer to the map for an idea of the room's shape and the number of people it can fit based on the schedule above.

Date & Time Set Up is Needed by: _____

Date & Time Tear Down is Needed by: _____



Map of Room (include tables, chairs, media, etc.)