

**The Light of Christ Anglican Church
4000 West Yale Avenue
Denver, Colorado 80219**

FACILITY USE AGREEMENT

Name of Group (Organization, Ministry or Person) Requesting use _____

Person Responsible: _____

Address: _____ Telephone: _____

Approx. Number of Persons: _____ Date(s) Requested: _____

Time (to - from): _____

Set-up Time (prior to event): _____ Break-down Time (after event): _____

Room(s) Assignment: _____

Equipment/Appliances Requested: _____

Will food or drink be served? _____ If yes, what: _____

(No alcohol will be served without the approval of the Senior Pastor and completion of TLC Alcohol Use Permit. Also no food/drink containing red food dye is to be used. All spills are to be cleaned up right away)

Fee (Due at time of Contract Signing): _____

The Group is responsible for setting up all of their own equipment, for clean-up (rooms used should be in at least the same state of cleanliness as before the event), for returning all equipment to its proper place, and for locking the facility. Trash is to be bagged and removed to the trash container outside the church in the East parking lot. ***There is an upfront charge of \$75 this charge is collected up front and returned following the event if all is in order. If we need to hire a cleaning person, this charge is not returned.***

Damages will be the responsibility of the person named above as the Responsible Party.

The Light of Christ Anglican Church reserves the right to cancel any agreed event for parish functions such as funerals.

All dishes, linens, table clothes, tableware, or serving pieces are to be washed and put away by the Group using the facility or you may bring your own supplies. Any items missing following an event will be the responsibility of the Responsible Party named above.

This policy shall be binding on the heirs, successors and assigns of any individuals, groups, associations or organizations using TLC facilities, and by agreeing to the terms of this policy they and actual users of TLC facilities agree to indemnify and hold harmless TLC for any causes of action arising from their breach of its terms and conditions.

Please fill out this form and return it to Jeanie Hutton, Parish Administrator.
Jeaniep59@gmail.com or by fax 303-984-7170.