



[info@7400Woodlawn.org](mailto:info@7400Woodlawn.org) | [www.7400Woodlawn.org](http://www.7400Woodlawn.org)  
 7400 Woodlawn Ave. NE, Seattle, WA 98115 – 5339; Phone: 206 582 2926

## BUILDING USE AGREEMENT

Today's Date \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Title & Brief Description of Event \_\_\_\_\_

Name of Individual &/or Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Information – phone(s) \_\_\_\_\_ text messaging?

email(s) \_\_\_\_\_

other \_\_\_\_\_

Maximum # of People Expected: \_\_\_\_\_ Is this event open to the public? \_\_\_\_\_

Will there be a cost for participants (if so, how much)? \_\_\_\_\_

Other Notes (special set-up, on-going event, etc.) \_\_\_\_\_

Space Requested		Date & Time Event Starts <i>please include time required for set up</i>	Date & Time Event Ends <i>please include time required for clean up</i>
Woodlawn Hall	<input type="checkbox"/>		
Community Room	<input type="checkbox"/>		
Conference Room	<input type="checkbox"/>		
____ (other)	<input type="checkbox"/>		

I hereby certify that I am the authorized contact person for the above named individual/ organization, and that I or the above named organization will adhere and accept the liabilities, terms and policies of use (each initialed on the next page) along with any other written agreements noted in writing and attached. I have read and understand this agreement and commit the above named organization to its compliance.

\_\_\_\_\_  
 Signature of Authorized Representative      Date

\_\_\_\_\_ Total Event Cost  
 Total Cost Paid (checks to "FLRB")  
 \$500 Damage Deposit Paid  
 yes / no      Additional Notes Attached?

**\*All checks should be written to: FLRB or FLRB (7400 Woodlawn)**



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**Liabilities:**

It is understood by the user group, as indicated by the signature of the user group's authorized representative on the previous page, that the group accepts responsibility for the following:

1. The conduct of its members, guests, children, agents, and suppliers while on church premises.
2. Compliance with all terms and policies for facility use, as well as fire and public safety laws.
3. Property, building, and equipment damage, including acts of vandalism. It is understood that the user will be billed for any charges incurred as a result of damage or need for special janitorial work (*otherwise the damage deposit check of \$500 will be returned or destroyed*).
4. Injury or illness of any of its members, guests, children, agents, or suppliers which occur while on church premises.

*I've read, understand, and accept these liabilities. Authorized Representative Initials:* \_\_\_\_\_

**Terms & Policies for Facility Use:**

Unless otherwise discussed, approved and noted, the following will be adhered to:

1. Use of the facility will be held by non-profit organizations.
2. Organizations will carry their own liability insurance for events.
3. The facility will be cleaned by the group/individual using the facilities. All tables, chairs, and other equipment will be returned to their original locations. A custodial charge of \$80 may be required for larger events.
4. Possession and/or use of alcohol (unless special permission is given), drugs (including marijuana), explosives, and/or firearms on the premises are prohibited. Smoking is allowed no closer than 25 feet from any part of the church building.
5. Kitchen and food service areas are not available for cooking at this time, only food prep and serving. Food waste of any kind will not be washed down sink drains.
6. Damage to the building or contents will be paid for by the group/individual using the facilities.
7. **Depending on the event, organizations/individuals using the facility may be asked to provide a BUILDING HOST who will be held responsible for monitoring all open/unlocked doors for unauthorized entry during time of use. Doors may not be propped open without direct supervision. All doors and windows will be closed and locked prior to departure.**
8. Sanctuary piano will not be moved without prior approval. Sound or projection equipment will only be used with prior approval and may require the presence of a staff person as well as an additional fee.

*I've read, understand, and accept these liabilities. Authorized Representative Initials:* \_\_\_\_\_

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**Cancellation Policy** – When cancellations are made with at least one month’s notice (in writing or by emailing: [info@7400woodlawn.org](mailto:info@7400woodlawn.org)), it may be possible to receive a refund. No refunds can be made when cancellation is made with less than one month’s notice prior to the date(s) of the event.

I’ve read, understand, and accept these liabilities. **Authorized Representative Initials:** \_\_\_\_\_

\_\_\_\_\_  
\* **First Lutheran Richmond Beach (or “FLRB”)** is the current fiscal agent for 7400 Woodlawn & Emmaus Table.

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