



Holy Trinity Lutheran Church

149 Manzanita Avenue
San Carlos, California 94070
(650) 593-0325
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www.sancarloshtlc.org

Space Use Memorandum of Understanding

Memorandum of Understanding between Holy Trinity Lutheran Church and **[Organization/Individual]**. Holy Trinity Lutheran Church is pleased to make its facilities available to organizations and individuals whose mission is consistent with our own.

Holy Trinity Lutheran Church accepts no responsibility or liability for accident or loss of property by the groups using the facility.

You will need to be in **personal contact with the church administrator** by phone (650-593-0325) **at least 5 working days before your arrival** to confirm all details.

We have reserved **[Room description(s)]** at Holy Trinity on **[Date(s)] from [Time(s)]** for your use. Due to staffing considerations and other scheduled events, access to church facilities will be provided during this time only.

We ask that a reimbursement for space use of **[Dollar amount/frequency]** be made to Holy Trinity. Please make checks payable to Holy Trinity Lutheran Church. **We ask that reimbursements for space use be paid at least twenty-four hours before the scheduled event.**

As a general requirement, **Holy Trinity requests that it be named additional insured on a \$1 million liability policy provided by [Organization/Individual]**. Proof of such a policy must be provided to Holy Trinity prior to the scheduled event(s).

Use of Beilstein Hall or the Sanctuary will require a 50% refundable deposit due one week prior to use. In case of cancellation, Holy Trinity will refund the deposit within 21 days of the scheduled event.

Should Holy Trinity determine that the space used requires special cleaning after use, **[Organization/Individual]** will be charged a minimum fee of \$50 to cover costs. If cleaning costs exceed \$50, **[Organization/Individual]** will be charged for those costs.

At its discretion, Holy Trinity may make available to all space users, visitors, and guests such materials as it deems appropriate for sharing the message of God’s love through Jesus Christ as well as materials welcoming such users, visitors, and guests. Such materials shall not be moved, covered, or removed by users unless granted permission by the church office prior to such actions.

If **[Organization/Individual]** will be using public media to inform people of your meeting at Holy Trinity (i.e. press, website, newsletter, brochure, mailings, etc), an easily identifiable disclaimer is required as part of your information stating: “Use of space at Holy Trinity does not indicate endorsement or sponsorship by the church.” Thank you.

Organization/Individual using the facilities

Authorized Organization/Individual Contact

Date

Signature

Authorized Holy Trinity Representative

Date

Signature