

Date/Day of event: _____ Start/End time of event: _____

Organization: _____ Contact person: _____

What type of event: _____ # of people expected: _____

Room and suggested donation amount: Fellowship Hall \$75 Kitchen (additional \$25)
 Early entry request to set up the evening before (additional \$25) Other

STATEMENT OF LIABILITY-

The group (“User”) agrees to the following:

- Assumption of Risk: The User accepts full responsibility for the actions, behavior, and safety of all individuals participating in or attending their event or gathering at Emanuel.
- Liability Waiver: The User agrees that Emanuel Lutheran Church, its staff, congregation, volunteers, and affiliates shall not be held responsible or liable for any claims, demands, injuries, losses, damages, legal actions, or lawsuits arising out of or related to the use of the premises.
- Indemnification: The User agrees to indemnify and hold harmless Emanuel Lutheran Church from any and all liability, claims, demands, damages, expenses (including attorney fees), or losses that may arise out of or in connection with the User’s use of the space, including but not limited to personal injury, property damage, or legal proceedings involving participants or attendees.
- Responsibility for Legal Matters: If the User, or any associated person or group, is involved in a lawsuit, investigation, or other legal proceeding related to their event or actions, the User acknowledges that Emanuel is not a party to such matters and bears no legal, financial, or reputational responsibility for the same.
- Responsibility for Property Damage: The User accepts responsibility for any property damage while on the premises of Emanuel Lutheran Church.
- Groups may be required to provide proof of liability insurance, naming Emanuel as an additional insured, especially for large or high-risk events.
- Emanuel Lutheran Church assumes no responsibility for any licenses or permits required to comply with the law for this event; compliance with the law is the sole responsibility of the user of the facility.
- Please pay attention to personal property and valuables - the congregation is not responsible for theft or damage to personal property.

GUIDELINES FOR USE:

- Maximum group is 100 persons including children. Minors are to be supervised at all times.
- The facility will be left clean and orderly after use.
- Decorations may be attached to walls and doors with removable tape that won’t damage the surface. They must be removed immediately and completely following the event.
- Garbage should be contained in plastic bags and placed in the outside containers near the tool shed. Please put recyclables in the container with the green lid. If your trash exceeds the capacity of the cans, you must take it with you. No trash is to be left in the facility, including decorations, etc.

- The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. Any spills on floors or furniture should be cleaned up.
- If use of the kitchen is included, it is to be used only for preparation and re-heating of brought-in food. Please leave the kitchen as you found it— no dirty dishes in the dishwasher, counters wiped clean, etc.
- No smoking, alcohol, or games of chance are allowed anywhere in the building.
- The facility doors and windows should be locked, lights turned off, thermostat set back to 60°F , air-conditioning turned off and key placed on the kitchen counter or dropped in the mail slot when exiting the building.

Emergency scheduling conflicts: *We reserve the right to pre-empt any facility use for our own cases of emergencies, such as funerals. Notice will be provided as early as possible.*

Please mail (or drop off at church office) this signed Statement of Liability with your check marked 'Building Use Donation'. Payment must be received before temporary key will be given.

*Make check payable to: **Emanuel Lutheran Church**
 149 West William Street, Corning, NY 14830
 Attention: Building Use*

In submitting this form, I indicate that I have read and agree with this building use policy as stated on page 1 of this document.

Signature of responsible party: _____ Date: _____

Please print:

Name: _____

Address: _____

Phone #: _____ Cell #: _____

E-mail: _____

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Approved by: _____ Date: _____

Special Notes: _____

**Though donations from non-profits and members are not necessary, they are appreciated in order to help cover custodial, administrative and utility costs. Your help makes it possible for us to continue to share our building with the community.*

(edited: May 18, 2026)