

LAKELAND

COLLEGE

This contract is valid only upon receipt of payment in full for use of the facility.

FACILITY USAGE AGREEMENT LEY CHAPEL

THIS AGREEMENT, made and entered into this ____ day of _____, 20 ____, by and between Lakeland College, P.O. Box 359, Sheboygan, WI 53082-0359, (hereinafter referred to as "LC"), and _____
(PRINTED NAME)

whose address is _____
(STREET)

(CITY) (STATE)

and whose telephone number is _____

Alternate telephone number _____
(hereinafter referred to as "LESSEE/S").

For and in consideration of the fee hereinafter provided, and the mutual promises and agreements contained herein, and subject to the terms and conditions hereinafter stated, the parties agree as follows:

ARTICLE 1: PURPOSE AND TERM

1.1 LESSEE/S may use the Ley Chapel: (Maximum occupancy of 75 people) for the purpose of _____.

(Description of event)

1.2 TERM: the term of this license is for the period during the following day(s) as shown:

Date: _____, 20____

Time: _____ - _____

Date: _____, 20____

Time: _____ - _____

1.3 USE: The LESSEE/S shall have the right to occupy and use the Ley Chapel for the purpose

described above and no other.

1.4 PERSONAL: This Agreement is personal, and the LESSEE/S shall not assign this Agreement nor sublet the Ley Chapel without the prior written consent of LC.

1.5 CHAPLAIN: Separate arrangements must be made if the services of the LC Chaplain are desired.

ARTICLE 2: FEE

2.1 FEE: To use the Ley Chapel for the purpose described above LESSEE/S agree(s) to pay LC the sum of \$200.00 by check made payable to "Lakeland College." The fee is due in full upon the execution of this document.

2.2 CANCELLATION: Written cancellations received up to 14 days prior to the time of the event will receive a 100% refund. If cancellation occurs less than 14 days prior to the scheduled event time LC will refund 50%. No refunds will be issued without at least 24 hours notice. Refunds generally take two weeks to process.

ARTICLE 3: INDEMNIFICATION AND HOLD HARMLESS

3.1 INDEMNIFICATION: The LESSEE/S shall indemnify and save harmless LC, its trustees, its officers, its agents, its employees, and their successors from all loss, cost and expense arising out of any liability, claim of liability, for injury, including death, or damages or losses to persons or property sustained or claimed to have been sustained by anyone by reason of the use or occupancy of the Ley Chapel relating to the event, whether such use is authorized or not or by any act or omission of LESSEE/S or any of its agents, guests, patrons or invitees, and LESSEE/S shall pay for any and all damage to the property of LC.

3.2 HOLD HARMLESS: In the event that the Ley Chapel or any part thereof is damaged by fire or if for any reason, including any act of God, which in the judgment of LC renders the fulfillment of this Agreement by LC impossible, the LESSEE/S hereby expressly releases, discharges, and will save harmless LC, its trustees, its officers, its agents, its employees, and their successors from any and all demands, claims, actions and causes of action arising out of any of the cases aforesaid.

ARTICLE 4: MISCELLANEOUS

4.1 ABANDONED PROPERTY: Any property left in the Ley Chapel by the LESSEE/S, its agents, its guests, its patrons, and its invitees shall, after a period of ten days from the event, be deemed abandoned and shall become property of LC to be disposed of or utilized at LC's sole discretion.

4.2 REPAIRS: The LESSEE/S shall be liable for all damage to or excess cleaning required of buildings, grounds, and property and equipment incident to the LESSEE/S's use of the Ley Chapel. The premises must be cleaned by not later than 8:00 pm the day of the event.

4.3 PROHIBITIONS:

(a) No receptions are allowed.

(b) Alcoholic beverages may be used only for sacramental purposes (celebration of communion/Eucharist).

(c) No cooking is allowed.

(d) No food will be provided or served without the express prior approval of the LESSOR.

4.4 SET UP: LESSEE/S may set up equipment or supplies for use in connection with the event after 5:00 pm the evening prior to the event. These items and any other equipment or supplies must be removed by 8:00 pm on the day of the event.

4.5 GOVERNING LAW: This Agreement shall be governed by and construed under the laws of the State of Wisconsin, which shall also be the forum for any law suit arising from or incident to this Agreement.

IN WITNESS WHEREOF, the parties have duly executed this instrument this

_____ day of _____, 20_____.

LAKELAND COLLEGE
Re: The Ley Chapel

LESSEE/S SIGNATURE

PRINTED NAME

LAKELAND OFFICIAL SIGNATURE

PRINTED NAME

LAKELAND CHAPLAIN SIGNATURE

PRINTED NAME

Check Number _____

Received By _____

Date _____