



FACILITY USE AGREEMENT
LUTHERAN CAMPUS MINISTRY (LUTHER HOUSE)
211 NW 23RD ST. CORVALLIS, OR 97330
(541) 753-5213 LHOUSE@PEAK.ORG

Name
Address
Phone
Email
Group name
Event name
Days/times access requested

Luther House reserves the right to waive fees and requirements of the agreement as it chooses. You or your organization may be asked to provide a certificate of insurance and name Luther House, its board, members, staff and affiliates as additional insureds.

Name:

Address:

City:

State:

Zip:

Phone:

Permission to text: Y N

Email:

Group name:

Event name:

Received by:

Date:

Amount collected:



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Days/times requested:

Commitment to Green Living Luther House is committed to recycling, reducing waste, conserving energy, and those things which are deemed good for the environment. We ask our guests to also follow these principles. Recycling containers are available in the kitchen. Please do not unnecessarily utilize plastics or disposable items.

Emergency Information Please acquaint yourself with emergency exits. Keep pathways clear to front and back doors. A fire escape egress is located in the Upper Room Center. Fire extinguishers are at the top of the stairs *upstairs), in the hallway by the kitchen (main level) and on the wall in the basement.

Safety In case of minor accident or injury, please use the First Aid kit located in the kitchen. In case of serious injury, accident or illness, call 911 immediately. It is the responsibility of the host organization to ensure the safety of its participants and guests.

Risk Management When minor children are present as part of the host organization's activities, at least two responsible adults must be present as chaperones at all times. Luther House is not responsible for breakage or theft of personal belongings of guests.

Facility Use Application A signed agreement to use Luther House must be on file in the office prior to the activity and arrangements for the building to be open or keys to be picked up/returned. When advertising your activity, please do not imply that Luther House endorses or sponsors the event.

Background Check To preserve the safety of our tenants and maintain our commitment to being a trauma informed faith space, Luther House asks that long-term users of the space consent to an annual background check. A background check must be on file in the office prior to arrangements for the building to be open or keys to be picked up/returned.

Payment All fees should be paid in the Luther House office on or before the date of the event unless other arrangements have been made.

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Insurance Your organization may be asked to provide a certificate of insurance and name Luther House, its board, members, staff and affiliates as additional insureds.

Room Condition and Damages Please leave facilities in the same condition as you found them. Dishes are to be washed, dried and put away. Furniture is to be returned to its original location. The carpet is to be vacuumed and floors swept. Any materials brought in for the event should be removed. The user group is responsible for replacement or repair of damages caused by any user in its group.

Alcohol, Smoking and Drugs Alcohol, tobacco, cannabis or drugs cannot be sold or served by groups renting or borrowing Luther House. Use of these items is strictly prohibited inside and outside Luther House. The user is to monitor the premises and ensure its members and guests comply with this rule.

Quiet Hours Please do not disturb the tenants in the upstairs apartment. Quiet hours are observed between 8 PM and 10 AM.

Fireplaces These cannot be used as the chimney is sealed.

Utilities Please keep doors and windows closed to conserve heat. Lights and appliances must be turned off after using the facility.

Kitchen Luther House does not supply or store groceries for groups using the building.

Restrooms There is one restroom available for use on the main level. Please be courteous and leave the restroom in a clean and orderly condition.

Animals Only certified service animals are allowed at Luther House. Luther House reserves the right to request proof of certification. Animal waste is to be picked up and disposed of immediately. Luther House is not responsible for damage caused by animals.

Parking Available on street only. Do not park in Luther House driveway or garage. These spaces are reserved for tenants and staff.

Cancellation Lutheran Campus Ministry may cancel this agreement or change the accommodations in the event of a program priority of Luther House.

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Violations Violation of these rules is sufficient grounds for a staff member to immediately withdraw any group's use of the facility and/or deny future use.

Your signature below acknowledges that you have read and understand the rules of this agreement and that you and your organization will abide by them.

Signature

Date

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