

Building Use Agreement

Triumphant Love Lutheran Church
9508 Great Hills Trail
Austin, TX 78759
512-346-5683



Requestor Name _____ TLLC Member? YES NO
Organization _____
Phone Number _____
Email _____
Date(s) Requested: _____
Time(s) Requested: _____
Estimated Attendance: _____
Description of Use: _____

Room(s) Requested (see Building Use Guidelines for room descriptions & fee structure):

Additional Services Requested (see Building Use Guidelines for additional services offered):

Does your organization have liability insurance? YES NO *(please attach certificate of insurance)*
Does your organization have written behavior/child protection guidelines? YES NO *(please attach a copy)*
Does your organization have a 501 (c)3 Tax Exempt Letter? YES NO *(please attach a copy)*
Will you be serving beer or wine at your event? YES NO *(please attach additional required documents)*

Fee/Donation Amount: _____

Set Up Arrangements: _____

I have read the Building Use Guidelines, and by my signature below, I certify I am duly authorized to execute and deliver this Agreement, and thereby bind the property user to the terms and conditions set forth under this Agreement.

Signature of Organization Representative *Title* *Date*

Signature of TLLC Representative *Title* *Date*