

**REQUEST FOR PERMISSION TO LEASE PROPERTY**

Requests for permission to lease property must be received by the Board of Directors at least one month prior to the date of action. Sending the form the Stated Clerk by email/scanned PDF is preferred. Or, you may also mail requests to:

Board of Directors  
Presbytery of Whitewater Valley  
1100 W. 42<sup>nd</sup> St., Ste. 210  
Indianapolis IN 46208

**\*The Presbytery Assembly must APPROVE a request to lease a congregation's sanctuary or primary worship space.**

It is strongly recommended that your lease be reviewed by the church's legal counsel prior to submitting it with this request.

Additionally, that the lease include, in its termination clause, a statement similar to: If for any reason the church dissolves the lease is terminated on the last day of worship services unless otherwise negotiated.

Date: \_\_\_\_\_

Name of Lessor (church): \_\_\_\_\_

Address: \_\_\_\_\_

Attachd Legal Description of Property to be leased (include square footage and photo):

Is this property ordinarily used for the purpose of worship? [ ] yes [ ] no

Lessee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Is the lessee a registered 501©3 not-for-profit organization? [ ] yes [ ] no

Duration of the lease? Start date: \_\_\_\_\_ Termination date: \_\_\_\_\_

Include with this request:

1. Copy of the lease
2. A certificate of insurance with lessor (the church) named as an additional insured for a minimum of one million.

Date of Session approval: \_\_\_\_\_ Signature of Clerk or Moderator: \_\_\_\_\_

Board of Directors Action: [ ] approved [ ] not approved (specify reasons)

Signature of Board of Directors President: \_\_\_\_\_

Signature of Stated Clerk: \_\_\_\_\_

**\* [ ] Presbytery action is required and scheduled for: \_\_\_\_\_**

The Presbytery [ ] approved [ ] did not approve the action on \_\_\_\_\_