

St. Paul Lutheran Facilities Use Request Form



ST. PAUL LUTHERAN CHURCH
ROOTED AND GROWING

Today's Date: _____

Name of Event/Organization: _____

Responsible Person: _____ Member of St. Paul: Yes _____ No _____

Phone: _____ Email Address: _____

Date of Event: _____ Mon/Tue/Wed/Thu/Fri/Sat/Sun (please circle)

*If recurring - Start Date: _____ End Date: _____

*Day of Month (e.g. 1st Tues of month / Every Thurs....) _____

Time Required (include set-up – clean up times in the hours)

From _____ am/pm To _____ am/pm Event Start Time: _____

Description of Event: _____

Number of Attendees: _____

I have a key to the building: Yes _____ No _____

Room(s) Requested

- Social Hall
- Kitchen
- Media Room
- Meeting Room 110
- Classroom
- Narthex
- Pavilion (Restroom Access)

Equipment Requested

- Tables (# needed) _____
- Chairs (# needed) _____
- Refrigerator
- Oven *
- Grill *
- Cookware
- Steam Table
- Sound System
- Other _____

(Please check) I have read and understand the Rules and Regulations of building use at St. Paul.

**Additional Fees Apply*

Signature on this form indicate the agreement to the terms & conditions set forth by St. Paul Lutheran Church.

Signature of Responsible Party _____ Date: _____

For Office Use Only:

Approved by: _____

Date _____

Fees: \$ _____

Fee Schedule

Facility Use Fee Schedule		
	Members	Non-Members
Social Hall	\$50	\$100
Social Hall & Kitchen	\$75	\$150
Pavilion	\$30	\$50
Media Room		
Meeting Room		
Classrooms		
Wedding Reception	\$300	\$500

Additional Fees	
Custodial Fees over groups of 50	\$75
Grill Use	\$40
Oven Use	\$30
Building Use Past 9:00 pm	\$80

RULES AND REGULATIONS

CHURCH PROPERTY: Church property will not be loaned, borrowed, or removed from church premises without prior permission from Property Committee. Church property such as chairs and tables, etc. may be used when using the facility under the rules herein.

FACILITY CARE: The church area used by your group must be left **clean** and orderly, as it was found, with church furniture and property returned to its designated place. **If damages occur**, the person/group using our facility shall be responsible for paying costs incurred by the church in cleaning and repairs.

KITCHEN RULES: Kitchen use must be specifically requested and authorized prior to your event. It must also be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster location.

FOOD AND DRINK: Food and drink should be limited to designated areas. **No food or drink is allowed in the sanctuary or Narthex.**

NO SMOKING AND NO ALCOHOL USE ALLOWED: All members of all groups using our facilities shall abide at all times by a NO SMOKING rule in all parts of the buildings and campus. Alcohol consumption is not allowed on the congregation property, including all buildings and outdoor areas.

BUILDING USE: All group participants must leave the building after the event. **All events past 9:00 pm will incur an additional fee of \$80** to cover the cost of updating security system settings.

RESERVATION TIME: Only reserved rooms may be used the day of reservation. The space may not be used before or after the approved timeslot. The church reserves the right to pre-empt any facility use agreement in cases of emergencies. Notice will be provided as early as possible.

PERSONAL ITEMS: Please pay attention to your belongings. The church is not responsible for lost items.

STORAGE: Storage space is limited. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

SUPERVISION OF CHILDREN AND YOUTH: Adult supervision is required at all times both inside and outside of the church property including the playground and parking lot.

INDEMNIFICATION: It is an express term of this agreement that the Renter indemnifies St. Paul Lutheran Church for any costs or damages of any kind incurred by the Church as a result of the rental of the facility by the Renter.

Facility Use Checklist

Social Hall

- Make arrangements with facility manager to set up and take down tables and chairs.
- Clean all tables and chairs used.
- Place all trash in plastic trash bags. Deposit in dumpster, located in corner of parking lot.
- Sweep floor and wipe up spills.
- Leave Social Hall in as good as or better condition than you found it.
- Check bathrooms
- Turn off all lights and Air Conditioner if used.

Kitchen

- Clean all surfaces and counter tops.
- Turn off faucets, stove burners, and gas.
- Dispose of all leftovers; nothing is to be left in refrigerator, freezer, or on counters.
- Sweep floor and wipe up spills.
- Place all trash in plastic trash bags. Deposit in dumpster, located in corner of parking lot.
- Turn off all lights.
- No kitchen equipment is to be removed from premises.
- Check bathrooms

Pavilion

- Clean all tables and benches.
- Move all tables as you found them.
- Sweep floor and mop spills.
- Place all trash in plastic trash bags. Deposit in dumpster, in corner of parking lot.
- Leave pavilion in as good or better condition than you found it.
- Must provide own cleaning supplies.
- Check bathrooms

Please sketch preferred lay-out of tables, chairs, etc. using this diagram of the church social hall.

