

ST. PAUL'S LUTHERAN CHURCH AND SCHOOL  
FACILITY USE APPLICATION

(please print)

Name \_\_\_\_\_ Facility requested \_\_\_\_\_

Facility will be used for \_\_\_\_\_

Date requested \_\_\_\_\_ Time requested (from/to) \_\_\_\_\_

Approximate number of people \_\_\_\_\_

Contact phone number(s) \_\_\_\_\_

I, the undersigned: 1.) Agree to abide by the St. Paul's Lutheran Church and School Facility Use General Guidelines; and further agree that neither St. Paul's Lutheran Church and School, nor its trustees, representatives, employees or agents may be held liable in any way for an occurrence in connection with use of St. Paul's facilities which may result in injury, harm, or other damages, and 2.) Shall be responsible for any property damage, personal injury or death that may occur during our use of the premises; and 3.) Further agree to save and hold harmless St. Paul's Lutheran Church and School, its trustees, employees, agents, or representatives from any claim arising from our use of the facilities.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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(Office use only) approved by:

\_\_\_\_\_ Pastor \_\_\_\_\_ Principal

\_\_\_\_\_ Office staff (who will check schedule and record event)

\_\_\_\_\_ Building manager

ST. PAUL'S LUTHERAN CHURCH AND SCHOOL  
FACILITY USE GENERAL GUIDELINES

A member requesting to use a portion of the church or school campus must complete the Facility Use Application to the church or school office not less than four weeks prior to the event. The event must be for the member, or a member's immediate family. Once the Agreement has been approved, the suggested donation and security deposit must be turned in to the church or school office. These must be submitted as separate checks or cash for ease in returning the deposit.

Use of facilities by members is normally limited to: Wedding receptions and dinners, anniversaries, confirmation dinners and gatherings, family reunions, birthdays, funeral gatherings, and baptismal gatherings. Any other use should be submitted first to the Church Council, as well as any questions, dispute or ambiguity in these guidelines.

The suggested donation is \$ 125, with a separate security deposit of \$ 50.

The only areas available for use are the ECC kitchen / Activity room and bathrooms, and the Lincoln Ave. Kitchen / Fellowship Hall and bathrooms. No other rooms may be used. The ECC playground may be used, but an adult must be present at all times on the playground to supervise. Athletic equipment, mats, toys in the storeroom, etc. may not be used.

St. Paul's Lutheran Church and School reserves the right to cancel approved requests should a conflict arise. It is understood that should church or school are cancelled due to severe weather, any and all other events will be cancelled as well.

It is understood that scheduled and regular functions of the church and school take priority over any requested rental use, and that such rental use, including clean-up, will be completed in a timely fashion prior to a regularly scheduled church or school event (at least an hour).

It is understood that the member(s) requesting the use of a church or school facility is using that portion of the church or school campus for an event that will not contradict the moral, ethical and religious standard of our congregation and school. No smoking or alcoholic beverages are allowed on church and school property. Firearms or weapons of any kind are also prohibited.

It is understood that the member(s) requesting the use of a church or school facility will be held responsible for any damage that occurs because of their use of the facility. They must also understand that they will be held liable for the cost of any repairs and clean-up, up to and beyond the security deposit.

If needed, plastic tableware, napkins, disposable cups, coffee, creamer, sugar, condiments, etc. should be provided by the person renting the facility.

As a matter of safety, in the event of snow and/or ice, the member(s) renting a portion of the facility are required to clear, shovel, sand or salt all entrances and sidewalks to the portion of the facility used for the event.

Normally, both facilities (ECC kitchen / Activity Room and the Lincoln Ave. kitchen / Fellowship Hall) undergo stripping, waxing, and cleaning at various points in the summer and the building and grounds manager should be consulted first before rental.

The respective Facility Use Checklist is to be initialed and signed and returned to the church or school office following the event, along with any keys that are borrowed.

It is finally understood that if the member(s) damage(s) the facility or leave it in such a way that significant clean up is required, St. Paul Lutheran Church and School reserves the right to refuse to approve any request by that/those member(s) for use of the facility in the future.

ST. PAUL'S LUTHERAN CHURCH AND SCHOOL FACILITY USE  
CHECKLIST: FELLOWSHIP HALL AND KITCHEN  
ECC ACTIVITY ROOM AND KITCHEN

A dust mop, mop bucket, mop, and cleaning supplies will be set out prior to the event. Snow shovel(s) will be provided at outside exits during the winter. At the conclusion of your event, please read, initial, and return to the church or school office for the return of your deposit. If a line item is not applicable, note with: (N/A)

I have left the spaces used in the same condition I found them, including tables and chairs. \_\_\_\_\_

(If applicable) I shoveled the snow from the sidewalks and entrances used as needed. \_\_\_\_\_

I cleaned all kitchen appliances used, washed, dried, and put away any coffee makers, dishes, pots, pans, tableware if used, wiped all counter and table surfaces used. \_\_\_\_\_

I disposed of all garbage in the outside trash receptacle. I dust mopped and wet mopped the kitchen and Fellowship Hall or the ECC kitchen and Activity room floors after the event. \_\_\_\_\_

After the event, I checked all kitchen appliances to ensure they are properly turned off, turned off all lights and locked the appropriate outside doors. \_\_\_\_\_

This checklist must be returned to the church or school office, along with any keys loaned to you, before the security deposit can be returned. If there was any damage to the facility during the event, please note on back of this form along with plans for repair:

Signature \_\_\_\_\_ Date \_\_\_\_\_