



The user organization is responsible for all space preparation (set-up) unless prior arrangements are made with the OWNER.

USER agrees to the attached Rules and Regulations defining the limitations and methods by which the space is used.

Person to contact regarding:

Use of LWML equipment, kitchenware, etc.:

Wedding, Anniversary & Open House Reception Advisory Committee \_\_\_\_\_  
Name Phone #

Use of tablecloths, punch bowl, silver service:

Silver Service & Punch Bowl Committee \_\_\_\_\_  
Name Phone #

### **MEETINGS:**

Any organization, not affiliated with the church, would need approval given by the Board of Trustees to use any room(s) in the facility. A fee of \$100.00 per time used would be required.

**LOUNGE USE:** Any organization or board affiliated with the church may use facility at no charge, but are asked to leave everything in the room in good order.

If an individual/group other than the above, wishes to use the lounge, (e.g. showers, weddings party, open houses, etc.), a member of the congregation above age 21 must assume responsibility for the group/activity and must put the room in good order and trash be emptied in outdoor receptacle. There is a charge of \$25.00 per use.

### **GYMNASIUM:**

A member of the congregation above age 21 must assume responsibility for the group. Each group is to furnish their own equipment (balls, etc.) stay out of the equipment room, classrooms, etc., except with special permission.

1. Outside Groups

- a. The use of the facilities is in all cases to be under personnel authorized by the Board of Trustees of St. Paul Lutheran Church.

### **SUPERVISION AND ARRANGEMENTS FOR ALL FACILITIES**

1. If a member wishes to use:
  - a. the church basement facilities, arrangements should be made at least a week in advance through the Church Secretary/Pastor.
  - b. the gym or school facilities, arrangements should be made at least a week in advance through the School Principal.
2. If a non-member wishes to use any facility, authorization is needed by the Board of Trustees.
3. Foul language or unseemingly behavior will not be permitted.
4. Each group is responsible for breakage.
5. Facilities are to be left clean. If janitorial services are needed, there will be a clean up charge of \$25.00/hour.
6. **The afore mentioned charges are to be paid prior to the event, at the time of reservation.**

### **MISCELLANEOUS:**

1. No tables or chairs are to be taken off the premises.
2. No other church/school equipment may be taken off the premises.