FACILITY USE REQUEST ST. PAUL LUTHERAN CHURCH AND SCHOOL

DATE(S) DESI	RED/	/	
	(Beginning Date)	(Ending Date)	
NAME OF EVE	ENT:		_
PERSON IN CH			
	(<u>MUST</u> b	e a member of St. Paul Lutheran Church)	(Telephone Number)
ACTIVITY BEG	GINS/ENDS:	to	
	(Tir	me) (Time)	
FACILITIES:			
	vho are not regular co	ntributors, the same charges sh	all apply as for outside group
Members:		Non Members:	
Gymnasium		Gymnasium	\$250.00
	kitchen) \$50.00	Church basement	100.00
Church basem		Church kitchen	25.00
(With or W/O	kitchen) 50.00	LWML supervisor	25.00
Church kitchen	25.00 sor25.00	Lounge Kitchen & church baseme	25.00
	25.00		
2001190111111111		Church proper	
		· ·	
AMOUNT PAIL)	TODAY'S DATE	
	(in advance)		
EQUIPMENT N	VEEDED:		
REQUESTED E	BY:		
APPROVED BY	·	(Please Initial)	
- / — - 2 -	Principal/Pastor/Secre		
ROUTE TO:	Pastor Fast		
	Pastor Bertram		
	Church Secretary		
	2		
	Principal		

The user, his organization and its members, in consideration for the use of the above described room or facility, will be financially responsible for and will indemnify, protect, defend, and save harmless OWNER from all loss, damage, costs, expenses, liabilities and litigation including reasonable attorney's fees, resulting from or arising out of the use of such room or facility, normal wear and tear and depreciation of the facilities excepted.

Equipment not specifically listed on this permit will not be available to the USER during the rental period. OWNER cannot guarantee the provision of requested equipment.

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	ee	
	Name	Phone #
Use of tablecloths, punch bowl, silver service:		
Silver Service & Punch Bowl Committee		
Name	Pl	none #

MEETINGS:

Any organization, <u>not affiliated with the church</u>, 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.