

FACILITY USE REQUEST

St. Paul Lutheran Church & School
211 Budd Street, Fairmont, MN 56031
Church: 507-238-9491; School: (507) 238-9492

Today's Date _____

Responsible Party Making Request _____ Phone _____

If not an SPL member, please list organization _____

Address _____ City/State/Zip _____

Date Desired _____ Name of Event _____

<u>Rooms Requested</u>	<u>No. of Hours</u>	<u>Times (From/To)</u>	<u>Cost</u>
_____ Lounge	_____	_____	\$ _____
_____ Church Basement	_____	_____	\$ _____
_____ Kitchen	_____	_____	\$ _____
_____ Gym*	_____	_____	\$ _____

*Does not include equipment room/balls, etc.

TOTAL COST \$ _____

Amount Paid (must be paid in advance) \$ _____ Date Paid _____ Check # _____

Approved by: _____
(Authorized agent of SPL)

USE OF FACILITIES:

- Usage of the facility by non-members will be denied unless event is in compliance with #3 below.
- Athletic events that are not sponsored or affiliated with the church or school will be denied.
- Community organizations that are not affiliated with the church may request to use the facilities when adult church members are present and the event has been approved by the Board of Trustees. The charges for the use of our facilities by these organizations will be \$100.00 per room for the first two hours. An additional charge of \$50.00 per hour is required for any extra hour(s). The minimum charge is \$100.00.
- Charges for members wishing to use church facilities will be \$50.00 per room for the first two hours. An additional charge of \$25.00 per hour is required for any extra hour(s). The minimum charge is \$50.00. **These charges DO NOT affect weddings or funerals.**

SUPERVISION AND ARRANGEMENTS FOR ALL FACILITIES:

- Anyone wishing to use the facilities should make arrangements at least a week in advance through the church secretary, pastor, or with the school principal (for sports activities in the gym). If an outside group, authorization is needed by the Board of Trustees.
- Foul language or unseemingly behavior will not be permitted.
- Each group is responsible for breakage.
- Facilities are to be left clean. If janitorial services are needed, there will be a cleanup charge of \$25.00/hour.
- The aforementioned charges are to be paid prior to the event, preferably at the time of reservation.**

MISCELLANEOUS:

- No tables or chairs are to be taken off the church premises.
- No other church equipment may be used outside of the church.