

FACILITY USE APPLICATION and AGREEMENT
St. Luke Lutheran Church

REQUEST INFORMATION

Date of Use: _____

Event: _____

Event Time: From – _____ To – _____

Group Size: Adults – _____ Youth under 18 – _____

CONTACT INFORMATION

Organization: _____

Contact Person: _____

Phone: _____ **Email:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

NOTICE

The Facility Use Agreement is a contract which allows usage of St. Luke Lutheran Church space and/or facilities. Each party agrees that it will treat as confidential all information which may be disclosed to it by the other under this Agreement. Users are responsible for leaving the space in the same condition as you found it. This includes all lights turned off; doors securely locked; and the keys returned, as applicable. St. Luke Lutheran Church reserves the right to cancel or reschedule your activity. **NOTE:** In the event of a funeral, your activity might be rescheduled.

LIABILITY INSURANCE

Certificate of Liability Insurance: If this box is checked, the organization or person applying for the Facility Usage Agreement shall provide St. Luke Lutheran Church with a Certificate of Liability Insurance for \$1,000,000, naming St. Luke as an Additional Insured.

SPACE REQUESTED

Place a checkmark (“√”) by the space(s) that you are agreeing to use.

Need	Space	Approx. Size	Fee	Deposit	Cleaning Charge
	Education Wing:				
	Classroom 1	20'x21'	<i>Not available</i>		
	Classroom 2	20'x23'	<i>Not available</i>		
	Classroom 3	20'x25'	\$25 for first 2 hrs; \$10 for each added hr; max, \$65	\$25	\$20
	Classroom 4	20'x25'		\$25	\$20
	Classroom 5	20'x31'		\$25	\$20
	Rm 5 Kitchen	Use of microwave, sink, refrigerator.	\$10	\$10	\$20
	Multi-Purpose Room	33'x38'	\$100	\$25	\$20
	Schultz Hall	39'x59' w/o 10' stage	\$200	\$25	\$40
	Large Kitchen	23'x24'	\$100	\$25	\$40
	Small Kitchen	9.5'x13'	\$15	\$10	\$20
	Courtyard	49'x55' w/o walkways	\$50	\$20	\$20
	Sanctuary Study Rm*	18'x28'	<i>Negotiable</i>	<i>Negotiable</i>	\$20
	Sanctuary*	46'x84'	<i>Negotiable</i>	<i>Negotiable</i>	\$20

*Requires approval of Pastor

FEE NOTES

1. Although the fees do not apply to St. Luke Lutheran Church events, please schedule such events to avoid conflicts.
2. For St. Luke Lutheran Church members, rental fees will be equal to 50 percent of the listed fee for non-religious events, such as birthday party events. However, the entire Cleaning Charge will be applied if the space is not as clean as prior to your use.
3. Rental and deposit fees will be waived for St. Luke Lutheran Church-approved charitable organizations. However, the Cleaning Charge will be applied if the space is not as clean as prior to your use.
4. A deposit fee is required to reserve the space, time, and date. The deposit fee will be applied towards your total facility fee. If the space is not used, the deposit fee is nonrefundable.

ACTIVITIES

Please describe what activities will be taking place in the space.

SUPERVISION

If young people under the age of 18 will be using the space, please describe the following:

Supervision Provided: _____

Ratio, Students to Supervisors: _____

BRIEF CONDITIONS OF USES

1. Children under the age of 18 are to be supervised at all times.
2. The Contact Person is responsible for the key(s).
3. At the end of the use period –
 - a. Take all trash to the dumpster.
 - b. Return the room to the original configuration.
 - c. Check and clean (pick up) restrooms.
 - d. Close all windows and turn off the lights.
 - e. Lock all doors and return key(s).
 - f. Report anything out of order (light bulbs out, broken equipment, etc.).

Please refer to Attachment 1, Terms of the Facility Use Agreement, for complete details.

SIGNATURES

I have read and agree to the “Terms of the Facility Use Agreement”, which is a part of this Use Application and Agreement. I understand that the space will be reserved only after this Facility Use Agreement is signed by the authorized representative and the appropriate deposit received. Payment in full is due prior to the event, payable to St. Luke Lutheran Church. St. Luke Lutheran Church facilities are scheduled on a first-come, first-serve basis.

Submitted By: _____ **Date:** _____
Authorized Signature

Approved By: _____ **Date:** _____
St. Luke Facility Use Coordinator