

First Lutheran Church Facility Use Inquiry form

Date of Application _____ Date(s) of Use _____

No. of People _____ Start Time _____ End Time _____

Rooms to be used _____

Group Name _____

Person Responsible _____

Address _____

Phone (day) _____ (evening) _____

Rental Fee _____ Deposit _____

Keyholder _____ Key deposit _____

Rules Governing Use of the Facilities:

1. The Church Council reserves the right to deny use for any group or event which is in opposition to church policies, or that is deemed inappropriate to the church buildings.
2. Only the rooms specified in this agreement are to be used, even though other rooms may be vacant.
3. The facilities are to be used only at the time(s) specified on the application unless cleared with the church staff.
4. The church is not responsible for accidents or loss of individual property.
5. The church reserves the right to cancel a reservation, with due notice, if the facility is needed for church use.
6. The building is to be left in satisfactory condition, with no damages, no extra clean-up required by church staff, and all furniture which has been moved put back in place. **Upon leaving the building, all doors should be checked to make sure they are locked.**
7. Violation of any of the above provisions may result in the deposit not being refunded, or in the case of ongoing usage, revocation of the agreement.

I have read and understand the rules governing the use of the facilities and agree to abide by them. I also understand that if these rules are not observed I may be denied future use of the facilities.

Applicant's signature