

Use of Facilities Form FOR CHURCH GROUPS

IMMANUEL LUTHERAN CHURCH

Date of Application: _____

Type of Activity: _____

Room(s) needed: _____

Date(s) needed: _____

Please give the week number and day of the week if this group meets on a monthly basis. (Example -- 1st Tuesday) This activity will continue to show on the newsletter calendar until a revision is given to the office)

Time needed: from _____ to _____

Start time: _____ (For Calendar Use)

Name(s) of person (s) who will be responsible for this activity:

Phone #: (h) _____ (w) _____

Do you need the building opened for you? _____ yes _____ no

Name of person(s) who will open and close facility. _____

Building must be properly locked up with all lights turned out. Clean up is expected so the building will be ready for the next user. Thank you for cooperating.

Board of Directors

Do not write below this line. Office Use Only.

Approved: _____ Denied: _____

Computer Calendar: _____

Desk Calendar: _____

Notes : _____

Regulations

1. Event must be concluded by 10:00 p.m.
2. Parish Members may have access to our facilities for receptions, showers, reunions, etc. for a free-will contribution.
3. You are responsible for unlocking/locking the building and cleanup – sweeping the floor, cleaning the counters and coffee pots.
4. Any use of church janitorial service will have a fee of \$40.00, plus applicable rental fee.
5. Parish organizations shall always have priority in the use of the church facilities
6. All use of facilities is subject to review at any time.
7. Any group or organization must make a reservation fifteen days prior to the date the facilities are to be used; this reservation may be canceled subject to emergency use by the local congregation's needs.
8. The throwing of rice, birdseed, etc is not permitted on the property at weddings
9. A church technician is required for use of the sound system.
10. The church facilities shall not be used:
 - a. For any political organizations or activities.
 - b. For social or professional fraternities/sororities activities or meetings of any kind unless a copy of their operation ritual is delivered to and pronounced acceptable in light of Christian teaching by the pastor and elders.
 - c. For any organization outside the Church whose activities are in conflict with Christian doctrine.
 - d. For dancing, profit making endeavors, drinking of alcoholic beverages, etc.
11. Exception to the above rules may be made only by unanimous consent of the Pastor, Chief Elder and President of the congregation or Board of Directors.
12. The option to refuse to rent the facilities always lies with the church and it may, therefore, refuse to rent its facilities to any group.