

APPLICATION FOR ST. PAUL BUILDING USE

Complete this application and return it to the church office with the appropriate deposit if required. (Please make checks payable to St. Paul Lutheran Church). If the date & time requested is unavailable you will be contacted in 1 week. Be sure you have read the POLICY FOR EQUIPMENT & FACILITY USE to make sure your event will comply.

Please print the following information:

Name: _____ Todays date: _____

Address: _____

Home Telephone: _____ Cell Phone: _____

Event: _____

Date of Event: _____ Times Requested _____

Number of people projected to attend: _____

Name of person who will be in charge: _____

Facilities needed: (check all that apply)

_____ Sanctuary	No charge
_____ Fellowship Room (seating capacity of 25 people)	No charge
_____ Dressing Areas (church basement)	No charge
_____ Main Kitchen	\$50.00
(NO use of Walk-in Refrigerator/Freezer)	
_____ Auxiliary Kitchen (Ladies Aid Kitchen)	\$25.00
_____ Dining Room (seating capacity of 275 people)	\$100.00
_____ Dining Room (seating capacity of 100 people)	\$50.00
_____ Breakfast Area (seating capacity of 40 people)	\$25.00
_____ Gym \$10.00 per hour X _____ hours	_____
_____ Employees are free – name of employee hosting event _____	_____

Please note that there is no use of areas beyond those requested. Failure to comply may lead to loss of deposit or additional cleaning charges.

* Building attendants and / or kitchen attendants may be required at the discretion of either Trustees or Church Council. You will be notified via phone. You will be responsible for their fee. (Hours worked X \$10.00 per hour).

_____ Deposit of \$150.00 to hold facilities on requested date. This is returnable after the event with the approval of the Trustee/Building attendant.

Full payment of usage fees will be required 2 weeks before the day of the event.

I have completed the above information as accurately as possible and have read and understand the POLICY FOR EQUIPMENT & FACILITY USE.

(signature)

(date)

Adopted September 2018