

**ST. ANDREWS LUTHERAN
FACILITY USE REQUEST FORM**

*Please return completed form to the church office as far in advance of date requested as possible to
confirm your reservation.*

1. _____ Date: _____
(Group or Individual requesting use)
2. Address: _____ Phone #: _____
Email: _____ Alternate #: _____
3. Date(s) Requested: _____ If recurring - Start date: _____ End date: _____
4. Time of day: Begin: _____ End: _____
5. Member or regular attender who will be present: _____
6. I have access to the building (key). I will need access to the building.
7. *Facilities needed (please circle all rooms you plan to use):
- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Classroom(s) How many? _____ |
| <input type="checkbox"/> Johnson Hall | <input type="checkbox"/> Narthex/Office Foyer Area |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Outside |
| <input type="checkbox"/> Nelson Hall | <input type="checkbox"/> Luther Hall |
8. *Equipment needed:
- | | | |
|-------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Boombox | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Sound System | <input type="checkbox"/> Coffee Pot(s) |

Use Guidelines. Signature of this form indicates acceptance of all applicable fees and guidelines.

Please explain activity to be held: _____

Estimated number of people involved: _____

Conditions For Use Of Facility

1. The use of our facility will be for non-profit functions, meetings and fundraisers. The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.
2. All church functions have priority over outside activities. St. Andrews reserves the right to make cancellations or changes. Notice of such changes or cancellations shall be communicated to the above named contact as early as possible.
3. Changes or cancellations of scheduled facility must be made in advance through the Parish Administrator.
4. Removal of any church property is strictly prohibited. (Nursery room toys, kitchen utensils, classroom materials, chairs, tables, etc).
5. Use of facility does not include offices, computers, copiers, telephones, typewriters, musical equipment, etc. (Exceptions require prior approval on file).
6. This is a smoke and nut free building. No alcoholic beverages are allowed.
7. It's the responsibility of the user to clean-up after each function (including nursery if used) and reset the rooms used back to the original status. Should the facilities be abused or damages during any function, permission for future use will be denied. If the facility requires custodial attention, you will be accessed at a rate of \$20 per hour with a 2 hour minimum.
8. If access is required for a time other than normal church hours; **Monday Thru Friday 9:30 Am-3:00PM(excluding Holidays)**, it is

the responsibility of the contact person to sign out a building key from the Parish Administrator during normal business hours and return the key within 48 hours of event completion. Permission for a permanent key assignment must be secured thru the Property Manager or Designate.

9. If the use of the facility requires utilization of the kitchen or outside area a special use agreement must be secured prior to the event.

10. It is the responsibility of the user to secure the building at the completion of the event(door, windows, lights). If others are using the facility at the same time, agree who will be responsible for the building security.

11. St. Andrew assumes no responsibility in the event of accident or injury to improper use of facility. Parents are responsible for care and actions of their children while on the premises.

12. The term of this agreement shall be for a period of one calendar year. New agreements must be on file prior to September 1 to secure building usage.

I have read and agree to the terms of this agreement.

_____ Date: _____
Signature Of Responsible Party

Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Put all garbage into bags and tie it up. Custodian will dispose of it in the morning
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up.

KITCHEN ETIQUETTE

1. Check with church office for availability of date desired.
2. There could be more than one activity that uses the kitchen on the same day or in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen.
3. Please return items to designated cupboards. Cupboards are labeled for your convenience.
4. Please take home all food and beverage items. We have limited space to store these in our one refrigerator.
5. **Clean-up:** Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed.
Trash: Trash should be put in garbage cans and tied. Janitor will dispose of bags. Also, please put recyclables in correct container.

Thank You for your co-operation. Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact the Parish Administrator (847-566-8081)

Reviewed By Church Office: _____ Date: _____