

**APPLICATION FOR USE OF CHRIST'S LUTHERAN CHURCH BUILDING**

1. Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

2. Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Estimated Attendances: \_\_\_\_\_

3. Event Type: \_\_\_\_\_

4. Organization or Individual Requesting: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

5. If organization, please list the person responsible for the organization

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

6. Room requested Amount

\_\_\_\_ Meeting Room            \$35 Member            \$50 Non Member             \_\_\_\_\_

\_\_\_\_ Parish Hall                \$150 Member            \$250 Non Member            \_\_\_\_\_

Do you require set-up / moving table and chairs?    \_\_\_\_ yes    \_\_\_\_ no

\_\_\_\_ Custodian Honorarium (*call the church office for specifics*)            \_\_\_\_\_

\_\_\_\_ Kitchen (*Cooking*) \$75 Member            \$100 Non Member            \_\_\_\_\_

\_\_\_\_ Sanctuary                \$250 for concert or program            \_\_\_\_\_

\_\_\_ Rehearsal for concert or program..... \$75            \_\_\_\_\_

\_\_\_ Weekly Rehearsal (*contact office*)..... \$75 / rehearsal            \_\_\_\_\_

\_\_\_ Custodian Honorarium (*Required*)..... \$100            \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other (*contact office*) \_\_\_\_\_

\_\_\_\_ Custodian Honorarium (when required by office)            \_\_\_\_\_

**Total Facility Donation for Event to offset building costs**            \_\_\_\_\_

7. Security Deposit (if requested by office) ..... \$500

If applicable, a security deposit may be required for all events. The security deposit, facility donations and honorariums are due with the application (if applicable) no less than two weeks prior to the event or the event will be cancelled.) You may arrive no earlier than One Hour prior to the official start time for set-up and preparation. A current certificate of insurance naming Christ's Lutheran Church as "Additional Insured" in the amount of \$1 million to cover the dates of use will be required upon approval of building use.

I understand that I am responsible for any damage that occurs as a result of my use of the facility and will be responsible for any repairs or loss incurred.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Save the document with the file name as organization, today's date, and email this form to the church office.