

**EMANUEL'S LUTHERAN CHURCH
APPLICATION FOR USE OF FACILITIES**

Group making application _____

Person Responsible for Group _____

Date of application _____ Phone # of contact person _____

Event or purpose: _____ Date of event or purpose: _____

Time Needed: From _____ to _____ Hour of Event or purpose _____ Attendance _____

Facility Desired (check which ones):

Fellowship Hall Kitchen Family Life Center
 Church/Sanctuary Women's Ministry Room Rooms

Equipment needed:

Sound System Piano TV/VCR
 Number of Chairs Number of Tables Lectern

FEE SCHEDULE

* Members

| | |
|---|------------------|
| For the use of one area (excluding Chapel and Nave) | \$25.00 per hour |
| For the use of each additional areas | 25.00 |
| Deposit (Refundable) | 50.00 |

** Non Members

| | |
|---|-------------------|
| For the use of one area (excluding Chapel and Nave) | \$ 50.00 per hour |
| For the use of each additional area | 50.00 |
| Deposit (Refundable) | 50.00 |

It is not the policy of the church to charge rental fees for use of the church facilities as a source of income. However, use of the facilities by individuals and groups involves heating or air conditioning, use of the church equipment, building security, and necessary custodial services. Fees are charged to offset the costs of using the church facilities.

Non-profit organizations may be exempt from fees charged. Upon returning the key and inspection of the facility used, the deposit will be returned.

* Member fees apply if the person is an active member of Emanuel's Lutheran Church. Church membership is defined by the model constitution of the ELCA as "those baptized persons on the roll of this congregation...who have communed and made a contribution of record during the current or preceding year." (Chapter 8.01, 02)

** Non-member fees apply if the person is not an active member of Emanuel's Lutheran Church.

Signature of Applicant Representing _____
Name of Group

FOR OFFICE USE ONLY:

Approved: _____ Date: _____ Fee \$ _____ Date Paid: _____

FACILITY USE POLICIES

- 1) No smoking in church facilities.
- 2) Facilities are not available for commercial purposes.
- 3) No charges are made for members of church staff.
- 4) Application for use of church facilities are to be made at the church office.
- 5) Alcoholic beverages shall not be used in the church facilities.
- 6) The persons/group using the facilities shall be liable for damages.

LOAN OF CHURCH EQUIPMENT/FURNISHING

The church recognizes the need for care of its equipment and furnishings. It is considered appropriate that certain equipment may be loaned without charge.

- 1) Requests for loan of church equipment must be made at the church office, providing information regarding the use and length of time wanted.
- 2) Arrangements for checking the equipment in and out of the church buildings are to be made at the church office.
- 3) The persons/group borrowing the equipment shall be liable for damages.

I/ my group agree(s) to follow the above policies.

_____ Representing _____
Signature of applicant Name of Group

Revised and approved by Council 11-09-06