



St. John's Lutheran Church

AGREEMENT FOR USE OF CHURCH FACILITIES

(Must be completed for ALL events/activities/meetings held at St. John's.)

Name of group/organization: _____

Person accepting responsibility: _____

Address (if non-member): _____

Phone number: (home) _____ (cell) _____

____ member ____ non-member Email address: _____

Event Information

name/purpose of event: _____

date(s) of event: _____

estimated number attending: _____

start time of set up (when doors will unlock): _____ start time of event: _____

end time of event: _____ end of clean up time (when doors will lock): _____

Rooms or areas you would like to be use: _____

(Rooms/areas subject to change due to Church Activities)

comments/additional needs: _____

Notes:

1. It is **IMPORTANT** that the areas used shall be **cleaned** and **restored** to their original condition after their use. Please remove any food or garbage and dispose of in outside receptacles. (Bad weather in enclosed Kitchen cans.
2. If insurance coverage is required, a certificate of such insurance must be filed in the church office prior to the use of the facility.
3. No alcoholic beverages of any kind are permitted on the premises.
4. No smoking is allowed in the church building.
5. No fundraising events may be held in the facility unless prior approval is obtained from the church officials.
6. We will do our best to remove fallen snow in a timely fashion, but do not guarantee it will be done before your event. If you need to clear a path for your attendants shovels can be found inside each entrance door;

St. John's Lutheran Church AGREEMENT FOR USE OF CHURCH FACILITIES

(Must be completed for ALL events/activities/meetings held at St. John's.)

Name of group/organization: _____

7. All windows are to be closed and locked, lights turned off and the building secured upon leaving the premises. (If water was used be sure the water source is also off.) Doors are scheduled to automatically lock/unlock. Should you have problems with the doors, please contact Mary Inwood at 262-786-6887 (daytime).
8. After hours emergency contact: Ken Bahr at 262-894-9583 OR Roger Lewis 262-617-0606.
9. **IF YOU ARE USING THE SANCTUARY:** ONLY someone who has been trained on our Audio-Visual equipment can use and operate the equipment for your meeting/event. Please contact the Church Administrator for more information on being trained or requesting an Audio-Visual assistant at 262-786-6887 or admin@makedisciples.com. Additional fees will apply.

Fees (Please check with the Church Administrator for any fees that apply to your event.)

In consideration of the foregoing, the sum of \$_____ shall be paid to cover the costs of overhead, depreciation and janitor costs. In addition, the sum of \$_____ shall be **deposited** with the church office prior to use of the facilities. Such **deposited** sum is to be returned upon inspection of the facility to insure its restoration to its original condition without damage of any kind whatsoever. Fee may be waived, or the amount amended to comply with the provisions of the Constitution and By-Laws of St. John's Lutheran Church. **If any of the above mentioned is not complied with, this agreement can be terminated at any time.**

I have read the above and agree to all terms of this contract.

signature of responsible party: _____ date: _____

signature of St. John's staff: _____ date: _____

office use only	
calendars	
HVAC	
doors	
insurance on file	