

The Lutheran Church of Peace-Platteville, WI
Facilities use Request

This form is to be filled out by anyone requesting use of the church facilities for a non-Church function.

Turn in to the church office with the \$100 security deposit to be scheduled.

Group Name _____

Group Size _____

Date requesting: _____ Time Requested: _____ : _____ until _____ : _____

Purpose and activities: _____

Person Responsible (Must be at least 21 years of age)

Church Member: Yes No

Contact Full Name: _____ Contact Phone: _____

Address: _____ Email: _____

Area requested (Fellowship Hall, Kitchen, class # or specific area): _____

Applicable Fees:

- Security Deposit** **\$ 100** -Deposit will be refunded pending no damage.
(Please send a separate check for the security deposit)

Fee for use of the Facility per day:	<u>Cost</u>
<input type="checkbox"/> Fellowship Hall (1-25 people)	\$75
<input type="checkbox"/> Fellowship Hall (26+ people)	\$100
<input type="checkbox"/> Kitchen	\$ 50
<input type="checkbox"/> Sanctuary	\$ 100
<input type="checkbox"/> Classroom/Library	\$ 20 (per classroom)

Total Fee Due \$ _____

The above named group or organization has read and fully understands the Facility use agreement and is responsible for providing adequate adult supervision at all times. Also, assumes full responsibility for repair and/or replacement of damage to the building and/or its contents. **All church facilities are to remain tobacco, drug and alcohol free. No weapons are permitted.**

Exceptions to the provisions of this policy will be considered on a case by case basis.

Signature: _____ Date _____

Lutheran Church of Peace Facility use Agreement

Lutheran Church of Peace, a Wisconsin not-for-profit organization, makes their facilities available to groups and organizations for events whenever possible. Preference will be given to church functions and congregational members. The Lutheran Church of Peace reserves the right to refuse use of the buildings to any organizations or person.

TERMS AND CONDITIONS:

- In the case of an unforeseen church event (funeral, etc.) your event will be moved to another time or day.
- NO ALCHOLIC BEVERAGES, SMOKING or WEAPONS on church property at any time.
- NO FOOD OR BEVERAGES in the sanctuary. Please let those attending your event know this. Any damage, or replacement costs due to food or beverage will be the responsibility of the renter.
- The kitchen is to be left clean – all garbage and recyclables are to be removed from the building and put in the dumpster immediately after any function.
- The occupant is responsible for set-up and break-down for all tables and chairs used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.
- Any personal or group property left on the church premises shall be at your own risk and only with prior permission from the Facilities Use Committee.
- All decorations, staging, and equipment must be broken down and removed immediately following the event.
- ALL areas of the facility should be left as it was found. Kitchen, bathrooms, classrooms etc. The deposit will be refunded after an inspection of the facility has been done by church staff.
- The occupant and all the party must use only the areas & rooms agreed upon in the Facilities use Request. And will not exceed the capacity limits of requested areas.
- The transfer or passing on by any group organization of permission to use church facilities to any other persons or organization is strictly prohibited.

DAMAGE ASSESSMENT:

Damage to the church property caused by the occupant, any contractor, any employee of the occupant, or any person attending the event will be charged to the occupant. To maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person (s) to enter or use church property, to remove any church property and to remove any property brought into the church when the rental period is over.

Any infraction of this agreement may result in denial of further and future use of the church premises, and/or cancellation of this contract.

Security Deposit returned pending on the following:

- **Satisfactory cleaning:** (Wipe down tables and chairs, sweep, take out trash, etc.) -\$50
- **Followed Closing procedures:** (turn off Lights, fans & fireplace, lock doors, etc.) -\$50