

# Christ Lutheran Church Facility Use Form

Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

\_\_\_\_\_ Time : \_\_\_\_\_ Until: \_\_\_\_\_

Address: \_\_\_\_\_ Church Member: \_\_\_\_\_

(Approval For)

Non-Member: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ **Minimum Donation:** \_\_\_\_\_

Activity: \_\_\_\_\_

Approximate # of Guests: \_\_\_\_\_ Facility: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Special Equipment Needed: \_\_\_\_\_

Food/Drink: \_\_\_\_\_ Kitchen Use Needed? Y/N

**Contact Trustee:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Second Contact Trustee:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Sexton: Y/N** \_\_\_\_\_ **# Needed:** \_\_\_\_\_ **Fee\$** \_\_\_\_\_

Christ Lutheran Church is not responsible for lost, stolen, or damaged items. Christ Lutheran Church is not liable for any illness or injury while function is held on Church property. Christ Lutheran Church assumes no risk or liability connected with the use of church properties. Any damages incurred to Christ Lutheran Church property is the responsibility of the using party. As per our agreement, facilities are to be returned to original condition.

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

**Use of Alcoholic beverages is prohibited.**

1 copy to: Contact Person  
Custodian  
Pastors (3)  
Trustees  
Office

PLEASE SIGN AND COMPLETE BOTH SIDES OF FORM.  
(Return signed copy to Church Office, Attn: Julie)

Rev. 05/08/09

## Set-up Diagram

(Please provide a sketch of table/chair placement)

## FACILITY USE RULES

WHEN USING OUR FACILITY PLEASE ABIDE BY THE FOLLOWING GUIDELINES:

1. MINIMUM THIRTY (30) DAYS ADVANCE NOTICE
2. CLEAN AND PUT ALL TABLES, CHAIRS AND OTHER SUPPLIES BACK IN THEIR PROPER PLACE (Where you found them or where you have been instructed to return them)
3. WIPE DOWN COUNTERS, TABLES AND OTHER AREAS YOU MAY HAVE USED.
4. BAG ALL GARBAGE AND TAKE OUT TO DUMPSTER LOCATED IN SOUTHWEST CORNER OF SOUTH PARKING LOT.
5. WHEN USING STOVE **IMPORTANT: BE SURE TO TURN ON FAN PRIOR TO COOKING TIME.** CLEAN UP STOVE AREA AND **BE SURE** OVEN IS OFF WHEN YOU ARE FINISHED COOKING.
6. COFFEE INSTRUCTIONS: **IF APPLICABLE** (50 CUP POT): USE 2 2 CUPS OF COFFEE (Filters attached). FOR 100 CUP POT, SIMPLY DOUBLE RECIPE. PLEASE CLEAN POT AND LEAVE ON CART.
7. MAKE SURE BOTH REFRIGERATOR DOORS ARE TIGHTLY CLOSED.
8. TURN OFF ALL LIGHTS IN KITCHEN, GYM, BATHROOMS AND HALL.
9. RETURN ALL SUPPLIES
10. SET-UP TABLES & CHAIRS (See diagram attached) IN HALL FOR SUNDAY BIBLE STUDY (Optional)

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

**Use of Alcoholic beverages is prohibited.**