

Spirit of Truth Lutheran Church Facility Use Request Form

Please place the completed on the secretary's desk or email to spiritoftruthlutheranchurch@gmail.com as far in advance of date requested possible to confirm your reservation.

Date: _____

Group or Individual Requesting Use

Address: _____

Phone Number: _____

Member Name: _____

Non-member _____

Event Details

Date(s) Requested: _____

If recurring: Start date: _____ End date: _____

Time of Day: Start: _____ End: _____

_____ I have access to the building

_____ I will need access to the building

Facilities needed (Please mark all room you plan to use):

_____ Sanctuary

_____ Nursery

_____ Fellowship Area

_____ Front Left Classroom

_____ Youth Room (double room)

_____ Front Right Classroom

_____ Kitchen

_____ Back Classroom

_____ Office Area

Equipment Needed (please mark all needed):

_____ TV/DVD

_____ Coffee Pot(s)

_____ Sound System

_____ Other: _____

Please explain activity to be held: _____

Estimated Number of Peoples involved: _____

Use Guidelines: Signatures on this form indicates acceptance of all applicable fees and guidelines.

The person/organization requesting the use of Spirit of Truth Lutheran Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use" & "Kitchen Etiquette" page 2). Additional fees will be assessed if additional cleaning is needed.

Signature of Responsible Party: _____

Date: _____

For Office Use Only:

Approved by: _____

Date: _____

CC: _____

Custodian

Office

Property Deacon

Other: _____

Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up, and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and put it in the garbage cans in the maintenance closet in the northwest corner of the facility.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify the office so correct cleaning solutions can be used to removed stains.
3. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
5. Remove any items set out in connection with your event.
6. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off.

Kitchen Etiquette

1. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen.
2. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard or rack.
3. Take all extra food and beverages with you unless specific plans have been made to leave them at the church.
4. Wipe counters and leave the kitchen clean and ready for next use.

Clean-up: Washcloths and towels are located in the kitchen. A broom, dustpan, etc. are located in the maintenance room in the northwest corner of the facility. Please do all the dishes, put them away, wipe counter tops and stove, clean sinks and sweep the floor if needed. Leave used washcloths and towels in the sink. They will be picked up and laundered.

Trash & Recyclables: Trash should be put in garbage cans and tied. These cans are in the maintenance room in the northwest corner of the facility. Recyclables should be placed in the container with the red lid.

Thank you for your cooperation. Please help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions you may contact the

_____ Team.

Deacon:

Phone #:

Helper:

Phone #:

Helper:

Phone #:

Helper:

Phone #:

Rental Policy

1. Use of the facility for non-church members will generally not be permitted.
2. Exceptions to this policy are possible for members of Spirit of Truth Lutheran Church
3. Spirit of Truth Lutheran Church is a smoke-free building.
4. No use of alcoholic beverages will be permitted, other than the sacramental use of wine as part of a communion service.
5. Confetti and rice are not allowed in the building.

6. All bookings should be made a least 2 weeks prior to the event whenever possible.
7. Spirit of Truth Lutheran Church reserves the right to refuse the use of the facility to

8. Cancellation: Cancellation notice should be given at least one week prior to the event.
9. The performance of a wedding ceremony by the pastor and/or use of the facility for wedding ceremonies will be at the discretion of the Board of Deacons in accordance