

## Peace Lutheran Church & School Facilities Request Form

The Facility Request Form must be submitted and signed by an Office Staff person prior to your request scheduled in the Scheduling Book. Facilities may not be booked more than 3 months in advance. Requests may take 7-10 days for approval.

Your Name: \_\_\_\_\_

Description of event and how facilities will be used: \_\_\_\_\_  
\_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ End Time (including tear-down): \_\_\_\_\_

Please indicate room(s) required\*:

Gym \_\_\_\_\_ Gathering Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Media Center \_\_\_\_\_ Youth Room \_\_\_\_\_

Narthex/Sanctuary\*\* \_\_\_\_\_ Soccer Field\*\* \_\_\_\_\_ Other\*\*: \_\_\_\_\_

\*Peace is Nut-Free campus

\*\*Availability may be limited or need special approval

It is your responsibility to inform the church office at 586-731-4120 for scheduling changes or cancellations.

Date of Request: \_\_\_\_\_

Name of Sponsoring Person: \_\_\_\_\_ Group Affiliated With: \_\_\_\_\_

\_\_\_ Church/School Activity \_\_\_ Peace Member \_\_\_ Non-Profit Organization \_\_\_ Other \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

E-Mail address for Contact: \_\_\_\_\_

\*By signing this agreement, I acknowledge that I have received and read the Church Property Use Policy form, and that all members of the group I represent will follow the procedures as indicated. While there is no cost for use of Peace's facilities, I understand that I will be charged for damage done to Church Property and/or for necessary cleaning costs.

**INDEMNIFICATION:** Peace Lutheran Church & School will not be responsible for loss of personal property or for injuries sustained by the attendees for occurrences within the property limits of Peace Lutheran Church, and the group agrees to indemnify and hold the church harmless from all claims or demands or expense arising out of, or injuries or damage sustained by attendees.

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

### FOR OFFICE USE ONLY

Room Request Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Added to Online Calendar (please check): \_\_\_\_\_

Comments: \_\_\_\_\_

## CHURCH BUILDING USE POLICIES (ABRIDGED)

Peace Lutheran Mission Statement: "Reaching Out to Help People Experience a Personal Relationship with Jesus Christ!"

- Note: A copy of the full Building Use Policy is available in the church office. I. BUILDING AVAILABILITY/RESERVATIONS/LIMITATIONS
- Fill out the Church Building Use form and turn into the church secretary for approval from the office staff.
- Opening/Closing procedures will be determined on a case by case basis.
- Events shall be limited to the building spaces that are specified on the application.
- Some church property (i.e. soccer fields) may not be available for a length of time, per the Board of Trustees and/or the Board of Directors.
- Peace Lutheran intends to honor all room reservations. However, funerals and congregational imperatives will take precedence over any pre-approved activity.
- The Board of Directors reserves the right to refuse the use of church facilities and cancel all usage agreements at any time without prior notice. II. CHURCH PROPERTY RULES
- No activity will be allowed if the activity and/or the sponsoring group are in conflict with the doctrine and/or beliefs of Peace Lutheran Church.
- Church property cannot be used for personal profit.
- The sponsoring person or group assumes full responsibility for the preparation, cleanup, security, and breakage of any part of the "Church Property". If additional cleanup or repair/replacement of "Church Property" is needed due to an event, the sponsoring person or group will be responsible for all costs.
- Meal preparation and serving of meals for any event requires adherence to all posted rules, and may require separate training with a congregational representative depending on the event.
- Functions that are not sponsored by a board must end by 10pm.
- **The sponsoring person or group leader must not leave the building during the event. Also, said person or leader must not leave the building until all people who have attended the event have left.**
- Peace is a nut-free campus.
- No smoking on church grounds.
- Alcohol is not permitted on church grounds.
- No gambling for money is permitted on church grounds. Church/School Raffle fundraisers must be approved by Board of Directors.
- No decorations may be used that would result in damage to painted walls, doors, or woodwork. Painters tape may be used in our facilities.
- After the event, lights must be turned out, doors locked, and keys returned.
- Posted rules in select rooms must be followed.
- Access to one part of our Building/Facilities does not include access to all other parts. Other areas of the building are off-limits unless prior permission has been obtained.