

For use by IMMANUEL LUTHERAN CHURCH GROUPS/MEMBERS.

Immanuel Lutheran will permit, free of any rental payments, the use of its facilities. In consideration of such rent free use of facilities and all services provided those using said facilities and/or services will contribute accordingly to the included suggested donations table. **Applications should be submitted a minimum of 14 days prior to use so the necessary officer approvals can be obtained.** Transmit all applications through the church office (secretary). All suggested donations should be submitted at least 7 days in advance of the event. Donations to the Immanuel Lutheran serving auxiliary should be submitted following the event.

Please type or print with pen.

GROUP/INDIVIDUAL NAME: \_\_\_\_\_ hereby makes application for use of church facilities below:

\_\_\_\_\_ Use for one time/event only  
\_\_\_\_\_ Continuous use request - This request expires annually on March 31.

FROM: \_\_\_\_\_ A.M. /P.M.      DATE: \_\_\_\_\_ 20\_\_\_\_

TO: \_\_\_\_\_ P.M. /A.M.      DATE: \_\_\_\_\_ 20\_\_\_\_

TYPE OF EVENT:  
\_\_\_\_\_

ESTIMATED ATTENDANCE: Number of adults \_\_\_\_\_ Number of youth \_\_\_\_\_

\_\_\_\_\_, who is a member of the church, will be in attendance at this event for the entire period. We agree to assume financial responsibility for any damage to facilities or equipment resulting from our church use.

SIGNED \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Suggested donations to Immanuel Lutheran Church:

Custodial Services:

\_\_\_\_\_ Fellowship Hall - \$25

\_\_\_\_\_ Sanctuary - \$50

\_\_\_\_\_ Kitchen, by I.L.C.W. approval only

\_\_\_\_\_ Fellowship Hall - \$25 no set-up

\_\_\_\_\_ Fellowship Hall - \$40 Includes complete set- up

\_\_\_\_\_ Reception to be served

(At the following suggested donation to the Serving Auxiliary)

\$ 75 for first 100 plates served

\$ 10 for each additional 25 plates or portion thereof

\$ 25 additional if serving salads, sandwiches, etc.

**REPLACEMENT, REPAIR**

Actual cost of repair or replacement will be charged for damaged facilities, property or equipment. A \$50 minimum will be charged.

REGULATIONS FOR CHURCH USE

1. No smoking and no alcoholic beverages on church property, which includes the parking lot.
2. Use of Immanuel Lutheran soundboard, electric keyboard and other equipment must be approved.
3. Rooms in the educational wing are not available for use by outside groups without office approval.
4. Any group or business charging admission or entry fees may not use the church facilities. This includes events held for personal gain.
5. Each group is responsible for leaving the building in a reasonable state of cleanliness and order.
6. The church reserves the right to cancel a reservation made.

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I have read and understand these policies. By signing, we agree to be responsible for all damages and suggested donation(s). We understand this reservation form is subject to approval by the Church Council.

Name	Date
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\* \* \* \* \*

FOR CHURCH USE ONLY

Date received: \_\_\_\_\_

Received By: \_\_\_\_\_ Position: \_\_\_\_\_

I.L.C.W. Officer Approval (as needed:) \_\_\_\_\_ Date: \_\_\_\_\_

Church Council Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Total of suggested donations: \$ \_\_\_\_\_

Reception donations are given to: The auxiliary serving the function.

All other donations are given to: Immanuel Lutheran Church for disbursement to the specific person performing the service.

After form completion and approval:

\_\_\_\_\_ Copy of church use form provided to the Treasurer for payments to designated personnel.

\_\_\_\_\_ Copy of church use form provided to the Property Management Committee prior to use.

(Council Approval 03-04-2006)