

For use by **IMMANUEL LUTHERAN CHURCH GROUPS/NON-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: _____ A.M./P.M. DATE: _____ 20____

TYPE OF EVENT: _____

ESTIMATED ATTENDANCE: Number of adults _____ Number of youth _____

_____, who is a member of the above stated group, 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:

_____ Fellowship Hall Utilities - \$75

Custodial Services:

_____ Kitchen, \$75 by I.L.C.W. approval only

_____ Sanctuary - \$50

_____ Reception to be served

_____ Fellowship Hall - \$60
(Includes complete set-up)

(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.

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.

NameDate

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)