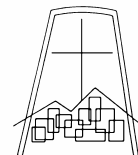


Zion Lutheran Church Facilities and Equipment Registration



Zion Lutheran Church

Facilities or Equipment Requested: _____

Name of Organization: _____

What kind of Event or Meeting? _____

Number Anticipated for event or meeting: _____

Date(s) & Time Requested: _____

Persons Responsible for Group (two required):

Name _____ Telephone _____
(Zion Member Sponsor)

Name _____ Telephone _____

Key Required: **YES** **NO** **SECURITY TRAINING?** **YES** **NO**

Do they need doors Opened/Locked? **YES** **NO** Other needs: _____

All fees must be paid three (3) days before event and before keys are given.

I have read the procedures on the reverse and agree that we will abide with them.

Signed by person applying

Date

Required Fee Schedule (Effective May 4, 2007)

(To be completed by Office Manager)

Make check payable to: **Zion Lutheran Church**

(Give check to Office Manager three (3) days before event)

Custodial Fee: \$40.00 (Standard - additional charges may be assessed and will depend upon facility condition after use – Property Committee will determine)

Facilities Use: Group (up to 49) \$50 for room Plus \$25 for Kitchen

Group (50 & over – **Not to exceed 175**) \$100 for room Plus \$50 for Kitchen

(Boy Scouts – no initial fees charged but custodial fee may apply) Weddings have a separate Fee schedule

Total Amount for Event: \$ _____



Procedures for Facilities Use

1. Requests

- a. All Persons/Groups are to request facilities use through the Property Management Committee by way of the Church Office Manager and Facilities Use Form. Two people who are responsible for the activity are to be identified. The persons/group will receive a copy of this form.

2. Fees

- a. The Facility Fee covers the cost of heat, lights, and maintenance and is to be paid in Advance.
- b. **Fees are to be delivered to the Church Office three (3) days prior to the facilities use.**
- c. Proposed reduction of fees can be brought to the Property Committee. Contact the Property Committee Chair to schedule. (They meet the 1st Thursday of every month)

3. Cleaning

- a. All person/groups are expected to clean up the areas being used. Garbage cans more than ½ full will be emptied including bathrooms. Garbage cans with **ANY FOOD** will be emptied regardless of how full. All carpets are to be vacuumed. An additional cleaning fee may be charged if extra janitorial services are required.

4. Kitchen

- a. The ZLCW (Zion Lutheran Church Women) will be notified in advance (by Office Mgr.) that the kitchen is to be used by an outside group and at least one ZLCW designated member will be present at all functions to open the Church and explain the use of the kitchen equipment.
- b. The following will be **UNAVAILABLE** for use by external groups: Linens, Dish Cloths/Dish Towels, Tablecloths, Napkins, Glass Plates/Cups, Punch Bowls, and Silver Service.

5. Closeout

- a. Return all equipment (chairs, tables, boards) to original locations.
- b. Close and latch all windows
- c. Turn off lights
- d. Lock all doors upon leaving and **SET ALARM.**
- e. Report all accidents or damage immediately to the Chair of the Property Committee. **The group/persons are responsible for all damage.**
- f. Return keys

6. There is **NO SMOKING** in any buildings and **NO Alcoholic Beverages** are allowed on Church Property.

For Church Use

Congregation Calendar Checked By: _____ (Office Manager)

Coordinated with Church Women (when appropriate – i.e... Kitchen Use): _____ (Group Sponsor)

Custodian Notified By: _____ (Office Manager)

Property Management Committee Chair: _____

Reimbursement paid: _____ Custodial Fee: _____

ALL REQUESTS WILL BE CONSIDERED ON AN INDIVIDUAL BASIS