

St. Luke's Church
Use of Facilities Request

1. _____
(Group or Individual requesting use)

2. Address: _____

3. Phone #: _____

4. Date(s) Requested: _____

If recurring: Start Date: _____ End Date: _____

5. Time of day: Begin: _____ End: _____

6. Name and phone number of member or regular attendee who will be present:

Name: _____

Phone #: _____

7. I have access to the building: I need access to the building:
(Please check one or the other)

8. Facilities needed (check all that apply):

A. Multi-purpose Room	
B. Worship Center	
C. Kitchen	
D. Library	

9. Equipment needed:

	TV/VCR/DVD		Overhead Projector
	PowerPoint Sound System		Coffee Pot

Please explain the activity to be held:

Estimated number of people attending: _____

Fee agreement: \$ _____ per (Meeting, Hour, Day, etc.) _____.

Hold Harmless Agreement: The person/organization requesting the use of Church facilities hereby absolves the Church, its pastors, leadership, members, staff or volunteers 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 while using the facility. Please report any damage promptly to the Church office.

The group or individual using the facility is responsible for setup, cleanup, and the facility's return to the manner in which it was found before use.

The undersigned is authorized to accept responsibility for complying with this "Facility Use Agreement."

Signature of Responsible Party

Date

For Office use only:

Approved by: _____

Date: _____

Copy to: _____ (Custodian) _____ (Office) _____ (Junior Warden)

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 bring it out to the dumpster located at the end of the gravel driveway.
2. If food or drink is involved, wipe all tables clean, using a mild soap and water solution. If stains occur, please notify the Church office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Remove all food and beverages brought to premises. Wipe counters and leave kitchen clean and ready for the next use. Leave used dishcloths and towels in the sink.
5. Sweep floors and mop as needed.
6. Report any damage to equipment or property promptly to the Church office.
7. Remove any items hung up or set out in connection with with your event.
8. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off.