

# Facility Request Form

*Peace Lutheran Church*

1954 County Rd U

Green Bay, WI 54313

920-865-7595

Fax: 920-865-7099

[www.peacelc.org](http://www.peacelc.org)

Today's Date: \_\_\_/\_\_\_/\_\_\_

## Event Information

Name of Requesting Person/Organization \_\_\_\_\_

Type of Event \_\_\_\_\_

Non-Profit Organization?  Yes  No

Date of Event \_\_\_/\_\_\_/\_\_\_ Time of Event: Begin \_\_\_ End \_\_\_

Time you need this space for set up/clean up: Before Event \_\_\_ After Event \_\_\_

Room/Space Requested \_\_\_\_\_ Planned Attendance (#) \_\_\_\_\_

## Contact Information

Contact Person \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

## Set up Information

Chairs needed (#) \_\_\_\_\_

Tables needed (#) \_\_\_\_\_

P.A. System  yes  no

Audio Visual Needs \_\_\_\_\_

Use of Kitchen  yes  no

Set up Style:

Banquet

Conference

U-shaped

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## Office Use Only

Approval by: \_\_\_\_\_

Other Instructions: \_\_\_\_\_

Added to Calendar: \_\_\_\_\_

Room used: \_\_\_\_\_

Fees: Facility: \_\_\_\_\_

Custodian: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL: \_\_\_\_\_

# Waiver Agreement

Date of event or activity \_\_\_\_ / \_\_\_\_ / \_\_\_\_

In consideration of the use of Peace Lutheran property and facilities, I, \_\_\_\_\_, the undersigned, as the person in charge of the approved activity or as an officer of the organization hereby agree that in the event of injury or damage to myself or other participants and/or property that I will accept responsibility for any and all supervisory duties and that I will in no manner whatsoever hold or attempt to hold Peace Lutheran Church, or its representatives, liable in any supervisory capacity or for any supervisory functions.

I further state that I have carefully read the "*Building Usage Guidelines and Agreement*" and understand the foregoing statement, and I sign this waiver as my own free act, intending to bind myself, thereby holding Peace Lutheran Church and/or its representative or agents, harmless for any injuries and/or damages that may be sustained while our group or organization is using said facilities or any part thereof.

Dated on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signature \_\_\_\_\_

Name printed \_\_\_\_\_

# Building Usage Guidelines and Agreement

## General Information

- Peace Lutheran Church building and all outside entrances are *smoke free*.
- *No alcoholic beverages* can be brought in or consumed on the premises.
- *Water* is the only beverage allowed in the Sanctuary. *Food* only allowed in Fellowship Hall.
- All program materials or food brought in by a group will be removed when the event is over.
- Requests to decorate the space must be stated on the written application. No screws, nails, or tacks may be used. *Masking tape is the only tape that can be used on glass, walls, or ceilings.*
- *No candles, open flames, or flammable items* allowed on the premises, unless granted permission by the Church Administrator.
- *Helium Balloons are prohibited in any part of the church building premise.*
- *Non-member use* of any part of the facility will need the church administrator and pastor's approval. Sanctuary use for a non-member wedding with a pastor brought in will need a pastor's approval.
- Groups using the building are expected to leave it in the condition they found it. This will include cleaning up after you are done with the room (i.e. throwing away trash, cleaning the tables and chairs off, etc.) Vacuuming and Garbage will be taken care of by the custodian.
- All non-church groups using the premises must vacate the building by **9:00 pm**.
- Peace Lutheran congregational programs or events have priority over all requests.
- Commitments to outside groups may be altered due to emergency church needs.
- Building may be closed on short notice due to weather.
- Changes in requests for the facility will be treated as new requests.
- The phone for use by outside groups is located in the kitchen area. Dial 9 to get an outside line. Only local calls are permitted.

## Equipment Usage

- Equipment shall not be removed from the building except for church functions.
- Peace audio-visual equipment is available for in-house functions using a trained individual from the church. Cost per hour is \$25.00.
- Use of church instruments (i.e. piano, organ) need prior approval from a pastor, church administrator or choir director.
- Group is responsible for any breakage/damage that may occur.
- Kitchen facilities are available, including a stove, refrigerator, and coffee pot. Kitchen items which are used need to be washed and placed back in the place where found. Coffee machines are available – you must *supply your own coffee, creamers & sugar products*.

## Child Care

- Use of the church nursery by special permission only.
- Group is responsible for overseeing children in their group. Children are to be kept in area which was requested.

## Fees

- Fees are payable when application is approved.
- Use of facility more than 4 hours will involve additional fees.

**Room Use Fees:**

**Per event/Per day** – for a maximum period of 4 hours.

(If more than 4 hours is requested, listed fees will be charged for each 4 hours the facility is in use.)

- Sanctuary (member)           \$25.00
- Sanctuary (non-member)   \$250.00
- Fellowship Hall (Large)     \$30.00
- Fellowship Hall (Small)    \$25.00 (capacity 70)
- Kitchen                       (included in hall fee)
- Class Room                   \$25.00
- Custodian                    \$25.00\*
- Audio Visual                 \$25.00 per hour

Weddings (members and non-members) \$75.00\* per “Planning Your Wedding”

Funerals (members) – Building Usage fees above are waived.

The following custodial fees do apply for funerals:

- Custodial Fee of \$75.00\* use of Sanctuary and Gathering Area for Visitation the day before funeral
- Custodial Fee of \$75.00\* use of Sanctuary, Gathering Area, Fellowship Hall & Kitchen day of funeral
- Custodial Fee of \$25.00\* use of Sanctuary **only** day of funeral

**Room Rental Fees** are paid to:

**Peace Lutheran Church, 1954 County Rd U, Green Bay, WI 54313**

**\*Custodial fees: Please make check payable to KEN KOLLATH**

Questions: **Contact the Church Office at 920-865-7595.**