

Peace Lutheran Church Application for Building Use

(Please Print)

Name of Applicant, Organization or Committee: _____

Address: _____

Contact Name: _____ Phone #: _____

Cell Phone: _____ E-mail address: _____ Member of this Church () Yes () No

Event/Meeting Information

Note: If an event or meeting falls on a holiday, it will be automatically moved to the following week, unless otherwise specified.

() Meet thru our the year () Meet regardless of holidays

() Meet, except on: _____

() For one (1) time only () Weekly () Bi-weekly () Monthly

Date Requested: _____ Alternate Date: _____

Set up time: _____ Time of Meeting: _____ Time Ending: _____ Clean up Time: _____

Beginning Date: _____ Ending Date: _____

Space Requested

() Sanctuary () Fellowship Hall () Foyer () Kitchen
() Classroom(s) # _____ Other: _____

Describe the type of activity the premises and/or equipment will be used for: _____

Approximate number of people attending: _____

Number of Chairs, Tables or Equipment required: _____

Will Food or Beverage be served? () Yes () No

If yes, describe: _____

Note: If kitchen facilities are required, it will be returned to a clean condition after use!

Are Cleaning Services required? () Yes () No

In submitting this application I hereby state; I am familiar with the policy/procedures for use of spaces as adopted by Peace Lutheran Church. I understand that I am liable for any damage which may occur accidental or otherwise while using the spaces.

Signature: _____ Date: _____

() Approved () Disapproved () For Date(s) Requested

Fee Required: \$ _____ Issue Separate Checks for Required Fees and Deposits

Deposit Required: \$ _____

Key Deposit: \$ _____ Returned upon return of key card return

Total Due: \$ _____

Janitorial Service Notification () Yes () No - Was Key Card Issued () Yes () No - Return date: _____

Comments: _____

Approved Signature: _____ Date: _____

Fee Schedule

1. Church affiliated or sponsored organization's

A. Examples: Prayer Groups, Boy/Girl Scouts, Bible Study, Senior Citizens, Etc.

B. Fee Schedule: No Charge

2. Local, Formally organized, Non-profit organizations

A. Examples: Homemakers, service clubs, swim clubs, garden clubs, agencies of Charles County, Overeaters Anonymous, sportsman clubs, wedding by church members, etc.

Note: the following fees apply only if a member of Peace Lutheran Church sponsors and agrees to be present during uses of the building. If not agreed to them the fees in paragraph 3b will apply.

B. Fee Schedule: (there will be a \$50.00 deposit plus the following fees. Please issue separate checks for the deposit will be returned upon inspection of the premises and or equipment used).

<u>ROOM</u>	<u>FEE</u>	<u>DEPOSIT</u>	<u>TOTAL</u>
Fellowship Hall	\$ _____	\$ _____	\$ _____
Foyer (Narthex)	\$ _____	\$ _____	\$ _____
Class Room # _____	\$ _____	\$ _____	\$ _____
Kitchen	\$ _____	\$ _____	\$ _____

3. Local, profit-making organizations, informally organized groups or individuals.

A. Examples: Social groups, lecturers, etc.

B. Fee schedules: (There will be a \$100.00 deposit plus the following fees. Please issue separate checks, for the deposit will be returned upon inspection of the premises and or equipment used.)

<u>ROOM</u>	<u>FEE</u>	<u>DEPOSIT</u>	<u>TOTAL</u>
Fellowship Hall	\$ 100 hr	\$ 100	\$ _____
Foyer (Narthex)	\$ _____	\$ _____	\$ _____
Class Room # _____	\$ 50 hr	\$ 100	\$ _____
Kitchen	\$ 100 flat	\$ _____	\$ _____

4. The organization or individual assumes liability for damages to the property, accidental or otherwise, during occupancy of the building.

Additional Notes: If Key Card/Fob is lost a replacement fee will be charged.

General Usage Instructions/Restrictions:

- Rental agreement for Fellowship Hall includes 1 hour setup prior to event an 1 hour following event for cleanup. These two hours will not be charged to the user.
- Cabinets, containers and other supplies for meetings or events must be removed an may NOT be stored in the church facility except where specifically approved by the Church Council
- Alcohol is NOT permitted except by the express approval of the Church Council
- Kitchen privileges must be requested separately from room usage and will require an additional key
- One-time use/special events will need to pick up keys and/or key cards from the church office no sooner than 1 week prior to the event, and should be returned to the church office immediately following the event.
- All deposits will be held until it is determined that the area was returned to its original condition. This includes trash removal, restrooms checked and cleaned.

* If you have any questions, contact the church office at 301-843-1832 between 9 am & 12 noon.