**HOPE LUTHERAN CHURCH**

**Facility Use Request Form**

**Name of Individual:**

**Event:**

**Date of Event: Today’s Date:**

**Rehearsal Date (if applicable): Estimated Group Size:**

**Estimated Times**

 **Arrival set-up date and time:**

 **Rehearsal begins:**

 **Event begins:**

 **Event ends:**

 **Departure/cleanup ends:**

**Rooms, Supplies and Equipment Requested**

**Rooms Requested** (please refer to fee schedule)

 **Sanctuary Fellowship Hall/Kitchen/Nursery**

**Supplies Requested**

 **Sanctuary Audio/Video** (please refer to fee schedule)

 **Fellowship Hall Audio/Video** (please refer to fee schedule)

 **Piano TV/VCR**

 **Number of oblong tables Number of round tables (12 available)**

**For Use with Kitchen Rental:**

 **Punch Bowl Coffee Pot (100 cup)**

We respectfully request that the members of your party remain in the rooms you have indicated. If there is accidental damage as a result of your use, we ask that you please notify the church custodian.

**Fee total: Paid: Date:**

**HOPE LUTHERAN CHURCH**

**CHURCH USE POLICY**

1. Reservations to use the building must be made in advance and approved by the Church Council. Dates may be reserved by contacting the church secretary, who will record the date and which rooms and services will be used. Non-members must pay rental fees in advance when making reservations. Refunds will be given if the event is cancelled at least one week before the scheduled date.
2. All activities and all team meetings, along with rooms to be used, must be submitted to the church secretary for placement on the church calendar.
3. All programs – including weddings, rehearsals, funerals, anniversaries and gatherings – should be done in good taste, and special care must be taken to keep the building in good condition. Those using the building shall be responsible for the proper conduct of all those gathered. All children must be supervised.
4. The entire building must be left clean and in an orderly condition. All personal items and trash must be removed from the building at the earliest possible time after the conclusion of the event.
5. If a Hope member is a board or council member of another Christian organization, which wishes to use a room for an occasional meeting, such use is welcome, but the church secretary must be contacted for scheduling purposes.
6. No property – including tables, chairs, kitchen utensils, or other church items – may leave the church premises.
7. Absolutely no tobacco or alcohol may be used in any part of the building at any time.
8. NO food or drink is allowed in the Sanctuary.
9. No nails, thumbtacks, tape, etc. may be used to attach anything to the walls, chairs, or furniture inside or outside the building.
10. No rice or confetti may be tossed anywhere inside or outside the building. Birdseed, rose petals, and bubbles may be used for weddings outside the building.
11. Dripless candles are required and clear plastic under them must be used to protect the chancel floor. Extra precaution must be exercised to avoid damage to the carpet, chairs and furniture.
12. All tables must be carried; the legs and edges will burn the carpet if dragged. All chancel furniture – including the pulpit, baptismal font, and altar – must be moved under the supervision of the church custodian.
13. Thermostats may be adjusted only by the church custodian or other authorized personnel.
14. The Nursery may be used during weddings, rehearsals, etc., but an attendant must be present to supervise the children.
15. Please use common sense in making decisions that will affect the building.
16. Hope Lutheran is not liable for any loss or damage to the property of renters or guests.

**FINANCIAL INFORMATION FOR BUILDING USE**

1. If extra clean up work is needed from the church custodian, those fees will be applied to your bill.
2. If audio/video equipment is used, an approved operator must be present. A list of those operators may be obtained from the church secretary.
3. There is no charge of any kind for use of the building by Hope Lutheran Church organizations.
4. There is not charge of any kind for use of the building by Hope Lutheran Church members for funerals.
5. Except for church custodian fees, there is no charge for use of the building by Hope Lutheran Church members for weddings, anniversaries, and other gatherings.
6. For non-members of Hope Lutheran Church, the rental fees are as follows with the understanding that church custodian and audio/video operator fees are separate:

**Sanctuary - $100 Fellowship Hall/Kitchen/Nursery - $250**

**Church Custodian - $50 per hour**

**Audio/Video operator - $15 per hour**

1. All fees are payable to Hope Lutheran Church. The church secretary will collect all charges and send a bill for fees not yet paid to the renter after the event.