

**PRINCE OF PEACE LUTHERAN CHURCH**

**FACILITY USE REQUEST**

Member \_\_\_\_\_ Non Member \_\_\_\_\_

Group/Organization \_\_\_\_\_ Event \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Anticipated # of people attending \_\_\_\_\_

Will there be food and beverages: ( ) YES ( ) NO

ABSOLUTELY NO ALCOHOL OR SMOKING IS ALLOWED ON THE PREMISES ACCORDING TO THE E.L.C.A. GUIDELINES

Rooms Requested:	Donation
( ) Fellowship Room	\$ 100.00
( ) Kitchen	\$ 50.00
( ) Hospitality Room	\$ 50.00

A \$100.00 security deposit will be required in addition to the above pricing for room usage – Security Deposit is refundable upon satisfactory completion of contract

**Responsibilities of Requestors:**

1. This form needs to be approved by church council before the event. Council meets the second Wednesday of each month.
2. Set up needed tables and chairs (Will be provided by custodian for additional fee of \$25.00)
3. Bring own dishes utensils, cups, napkins, food and beverages
4. Leave room(s) as found/vacuum after event. All windows and doors must be closed and locked before leaving
5. If the kitchen is used, it must be left clean and orderly and garbage must be bagged and put in the outside dumpster

6. Notification to Prince of Peace of any conditions that may need maintenance or repair
7. Requestor(s) will call the Church Office (630-969-1268) to confirm before the event – Prince of Peace has the right to pre-empt any gathering in case of a funeral

**Responsibilities of Prince of Peace:**

1. The person taking the request or Administrative Assistant puts the event on the church calendar with initials of person who took the request
2. An information and registration sheet will be given to requestor(s)
3. This page(s) will be put in the Procedure Book found above the filing cabinets in the Admin. Assistant's office. Forms will be available in that office as well
4. A copy of the completed form will be given to the Property Committee so that the facilities can be checked after event and a copy to the Council President

**Damage and Clean-up Assessment Clause:**

Damage and improper/incomplete clean-up to the property caused by the requestor(s) or any employee of the requestor(s) or any person attending the event for which the facility was used, will be the sole responsibility of the requestor(s); this includes bathroom clean-up and trash removal

I have read and agree to abide with the conditions listed above – By signing below I understand that I am held responsible for any damages that occur during the time of the event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Assistant or Council Member Signature:

\_\_\_\_\_

Requestor(s) Security Refund Approved:      (   ) Yes (   ) No