

**PRINCE OF PEACE LUTHERAN CHURCH**

Facility Usage Agreement

Name of Organization: \_\_\_\_\_ Key(s) # Issued: \_\_\_\_\_

Date(s) of Usage: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set-up Time & Date: \_\_\_\_\_ Equipment Needed: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Rooms Requested:**

- Social Hall       Library       Multi-Purpose Room/Gym
- Kitchen       Sunday School Rooms 6-10: (indicate room #s) \_\_\_\_\_
- Sanctuary       Gathering Space       Nursery

**Custodian Required:**  yes  no      **Custodian Fee Paid:** \$ \_\_\_\_\_

(NOTE: A \$50 custodian fee will be charged, if your event requires set-up and/or tear down of tables, chairs and/or equipment or for clean-up following the event.)

**Facility Usage Policy:**

- Use of this facility is for non-profit organizations only.
- Each organization must sign a License Agreement form for use of the facility. Facility and License Agreement updated annually.
- All groups using Prince of Peace facilities are responsible for their own set-up or tear down for their event unless prior arrangements have been made with the church's custodian (see note above).
- Smoking is not permitted anywhere on the premises.
- Alcohol is not permitted on the premises.
- Organizations and groups are responsible for turning off all lights and locking all doors.
- Organizations and groups must supply their own coffee, refreshments etc. Dishes must be washed and the kitchen cleaned after use.
- We encourage all organizations/groups to recycle when possible. Bins are available in the social hall.
- All rooms must be left in the condition that they were in when the group arrived, i.e., return chairs and tables as you found them.
- Do not use tape on walls, windows or white boards. White boards should be erased after your event.
- If your event takes place after business hours, you must check out a key from the church secretary during regular business hours. **There will be a \$25.00 refundable key deposit for every key issued.**
- If any special equipment is needed for your group (audio visual etc.) arrangements must be made with the church secretary when the facility space is reserved.
- Do not store your organization/group supplies on the premises without prior authorization.
- This facility may be used at no charge for most events/meetings. *Donations are welcomed.*

Date: \_\_\_\_\_ Donation: \$ \_\_\_\_\_

User Name: \_\_\_\_\_ User Signature: \_\_\_\_\_  
(please print)

Authorized Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_