



# LUTHERAN CHURCH OF THE RESURRECTION

## Church Property/Building and Facilities Use Application

### PLEASE READ THIS PERMIT THOROUGHLY

Organizations/individuals meeting the requirements on the "Building Use Policies and Regulations" disclosure may be authorized to use **Lutheran Church of the Resurrection's** property/facilities. A copy will be returned to you; if approved, authorizing the requested use. The person signing the permit will be responsible for any charges as listed on the reverse of this document for use of **Lutheran Church of the Resurrection's** property/facility.

| APPLICANT INFORMATION – Please Type or Print Legibly  |   |                                       |   |
|---|---|---------------------------------------|---|
| Name  |   | Organization                          |   |
| Phone   |   | Email                                 |   |
| Are you a Member of Lutheran Church of the Resurrection? <input type="checkbox"/> Yes <input type="checkbox"/> No |   |                                       |   |
| FACILITIES NEEDED   |   |                                       |   |
| Date(s) Requested   | <a href="#">Click here to enter a date.</a>   | Hours of Use                          | From _____ to _____ <input type="checkbox"/> am <input type="checkbox"/> pm |
| Purpose of Church Use:  |   |                                       |   |
| Areas of Use:   | <input type="checkbox"/> Family Room <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Narthex <input type="checkbox"/> Sanctuary <input type="checkbox"/> Kitchen (see policies) |                                       |   |
|   | <input type="checkbox"/> Classroom(s) Number: _____   | <input type="checkbox"/> Other: _____ |   |
| Equipment:  | <input type="checkbox"/> Organ <input type="checkbox"/> Piano <input type="checkbox"/> Audio <input type="checkbox"/> Projection <input type="checkbox"/> DVD/VCR w/TV                            |                                       |   |
|   | Tables (attach diagram of layout): _____ Round    _____ Banquet    _____ Chairs   |                                       |   |

*"The renter and/or the group using the church properly/facility, as a condition of the right to use such properly/facility, shall indemnify **Lutheran Church of the Resurrection**, shall save it harmless and defend it from any loss and damage to persons or property due to or arising from us of the property/facility under the permit applied for hereunder, and shall defend **Lutheran Church of the Resurrection** from any and all suits and claims arising therefrom, provided that the same is not caused by any act of the **Lutheran Church of the Resurrection** members or employees."*

As the appointed representative of my organization, I understand and agree to comply with the above statement and with the Policies and Regulations of **Lutheran Church of the Resurrection**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

| FOR CHURCH USE ONLY  |  |
|--|--|
| Lead Custodian Signature   | Vice President Signature   |
| Permit Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No | Rental Fees Waived: <input type="checkbox"/> Yes <input type="checkbox"/> No |

**PAYMENT MUST BE ATTACHED WHEN SUBMITTING APPLICATION!**

Deposits will be refunded within 2 weeks after your event is over and upon a successful inspection of the area(s) rented.

**NOTE:** Fees are due upon submission of this application.  
Please attach your check according to the fee schedule below:

| Fee Schedule                   | Members   | Non-Members |
|--------------------------------|-----------|-------------|
| Sanctuary Rental               | No Charge | \$300.00    |
| Pastor / Associate in Ministry | \$200.00  | \$300.00    |
| Organist                       | \$100.00  | \$150.00    |
| Sound Technician (per hour)    | \$25.00   | \$35.00     |
| Projectionist (per hour)       | \$25.00   | \$35.00     |
| Fellowship Hall Rental         | No Charge | \$200.00    |
| Custodial Services (per hour)  | \$25.00   | \$35.00     |
| Classroom Rental               | No Charge | \$30.00     |
| Kitchen Rental                 | No Charge | \$100.00    |
| Kitchen Damage Deposit         | \$50.00   | \$100.00    |

**METHOD OF PAYMENT**

- Check payment for building usage should be made payable to ***Lutheran Church of the Resurrection*** and must be attached to the application upon submission to the church office two (2) weeks prior to the scheduled event.
- Fees for soloist(s), sound technician, and organist should be paid directly to the individual(s) prior to services rendered. Gratuities to Pastor / Associate in Ministry should be paid to ***Lutheran Church of the Resurrection***.

**WAIVER OF FEES**

- If you feel that the non-profit group you represent should have rental fees waived, please state why. (This will assist the Building Use Committee in making a decision on your request.) Attach your statement to this form.
- Address such issues as: Fees charged for participants, number of church members participating, total number of participants, purpose of group meeting(s), groups relation to the church etc.
- Voluntary donations are always welcome.

**COMMENTS FROM CUSTODIAN OR VICE PRESIDENT**

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