

HOPE LUTHERAN CHURCH
REQUEST FOR USE OF FACILITY
(PLEASE PRINT CLEARLY)

Name of Group or Individual _____

Contact Person _____
Address _____
City _____ St. _____ Zip _____
Telephone (Cell) _____ (Home / Work) _____
E-mail _____

Requested Date: _____ Day: _____
Start Time _____ End Time _____

Do you desire this to be a regular recurring usage? Y / N

Anticipated number of persons attending:
Adults _____ Children (under 18 years) _____

Room(s) requested _____

Give a brief explanation of the activity for which the space will be used:

As contact person, I have read and understand the Usage Agreement (see reverse side) with Hope Lutheran Church. Any modifications of the above information will be provided to the church office prior to the event.

Signed _____ Date _____

** Office Use Only **

Approved by _____ Date _____

Fees: For: _____ Amount _____
For: _____ Amount _____
For: _____ Amount _____

Date by which fees are to be paid: _____

HOPE LUTHERAN CHURCH (HLC) FACILITIES USE GUIDELINES

- A. All activities taking place in any of the facilities of Hope Lutheran Church are to be cleared through the Church Office *before* the activities occur.
- B. All activities / events held in the facilities of Hope Lutheran Church are to be supervised by an adult (person over 21 years of age) who has been identified by the sponsoring group. This person must be present at all times and must remain until all minors have departed the property, and the facilities are properly secured.
- C. NO SMOKING is permitted in the building.
1. Receptacles are available outside the front doors for all smoking materials.
 2. No smoking materials are to be left at the church entrances or on parking lot, or discarded into the landscaping.
 3. Before leaving the property, all smoking materials must be extinguished.
- D. The use of alcohol on church property is prohibited.
A written request may be submitted to the Council President or Senior Pastor for a waiver to this rule regarding a specific function.
- E. The use of the Fellowship Hall is subject to the following restrictions:
1. Standing capacity shall not exceed 100 persons.
 2. Receptions must conclude no later than 9:00 pm.
- F. Food and drink are not permitted in the sanctuary.
- G. The kitchen is generally not available for purposes of cooking for non-HLC events.
- H. Cleaning the building before leaving requires the following:
1. Leave rooms as, or better than, you found them. Any tables and/or chairs used from the storage room must be properly returned to their appointed place in the storeroom.
 2. Floors are to be swept and/or vacuumed as needed. All cleaning equipment is found in janitor closet (Room G). The key is above the door.
 3. Trash is to be securely bagged and taken to the large blue dumpster on the south edge of the parking lot.
 4. Bathrooms shall be checked to ensure all toilets have been flushed, that no water is running, and that paper products (found in Room G) have been replenished as necessary.
 5. Kitchen shall be returned to its original condition. Dishes must be washed and put away as directed on the side of the refrigerator or beneath the wall clock. Please observe the "Use of Refrigerator" rules posted on the refrigerator door.
 6. All of the individual heating and cooling units located below each window must be turned off.
- I. Securing the facilities – ensure that all lights are turned off and that the following doors are locked:
- a. Interior doors
 - 1). Rooms - I, J, N, O, P, & Q (Montessori classrooms)
 - 2). Room C - The conference room / Library
 - 3). Room A – the Church Office, AND the second door into Room C
 - b. Exterior doors – All eleven (11) doors