

# Faith Lutheran Church

422 North Prairie Street, PO Box 170, Shell Rock, IA 50670  
(319) 885-4547

## Application for Use of Facility

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

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Personal Use: \_\_\_\_\_ Profit Organization: \_\_\_\_\_ Non-profit Organization: \_\_\_\_\_

### Facility Use Regulations:

No smoking or tobacco allowed in the facility.

No alcoholic beverages or drugs are to be served in or on church property.

All tables and chairs must be put back where you found them.

Trash must be carried out and clean liners in cans.

Lights are to be turned off, windows secured, doors locked; checklist completed and placed under church office door.

Under no circumstances should anyone from your group be in other areas of the building.

All applications will be approved/disapproved by the Pastor and/or Church Council.

Failure to honor any regulations may result in extra custodial fee.

### Kitchen/Fellowship Hall Use FEE

Member – \$50 paid by noon Friday prior to event.

Non-Member - \$100 paid by noon Friday prior to event.

Fellowship Hall Usage Cleaning Deposit—\$50 for all users in addition to the usage fee.

If the Hall is left clean, the fee will be refunded. Effective 2/27/19.

Purpose of use: \_\_\_\_\_

Date Desired: \_\_\_\_\_ Time Desired: from \_\_\_\_\_ to \_\_\_\_\_

Facility/Room/s Desired: \_\_\_\_\_

Number of People in Group: \_\_\_\_\_

Furniture and Equipment Desired: Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Podium \_\_\_\_\_

Sound Amplification \_\_\_\_\_ DVD/TV \_\_\_\_\_ Coffee Maker \_\_\_\_\_

Power Point \_\_\_\_\_ Other \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

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**Hall Use Clean Up Check List**

\_\_\_ Tables & chairs are moved back the way you found them.

\_\_\_ Trash has been bagged and placed in outside dumpsters.

\_\_\_ Place clean trash bags in all waste cans; if an extra bag is not in the waste can, they are in the pantry along the back wall, labeled by size.

\_\_\_ Kitchen (if used) please put any items used back in their place.

\_\_\_ Lights turned off

\_\_\_ Payment or donation has been made.

**Thank you for leaving our facility in good shape!**

\_\_\_\_\_  
Signature of person Completing Checklist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Custodian

\_\_\_\_\_  
Date

*Please slide this page under the church office door when completed.*