

**FAITH LUTHERAN CHURCH**  
2335 S. Webster Ave., Green Bay, WI 54301  
Phone: (920) 435-5524

**FACILITY USE REQUEST**

Name of Organization:

Contact Person:

Contact Person:     **is**           **is not** a member of Faith Lutheran Church (please check the correct option)

Address:

Email Address:

Contact Phone:     -

Date Desired:

Time: From:

Number Expected:

to:

Type of Event:

Additional Information/Comments:

Room(s) Requested:

Kitchen

Fellowship Hall

Sanctuary

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Please read the attached Facility Rental Use policy. By returning the signed Building Use Request form, you agree that you have read and understand your responsibilities in renting the space indicated. **Your security deposit check and a Certificate of Liability must accompany this signed form and the entire cost of the rental must be received at least seven (7) days prior to your event.**

It is understood that FAITH LUTHERAN CHURCH:

- Has the right to terminate this contract at any time.
- Cannot accept liability for any injury incurred by any individual during use of the church and its facilities.
- Is indemnified by the applicant for any damage/loss of property or injury arising by persons attending said event.

I understand that I am responsible for following all of the guidelines listed in this policy.

Failure to comply with these guidelines may result in Faith Lutheran Church keeping my deposit and/or charging additional fees.

If repair or replacement of damaged equipment is necessary, I will be responsible for the costs of those repairs or costs for replacement.

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

<b>RENTAL FEES</b>	<b>Member</b>	<b>Non-Member</b>	<b>Deposit</b>	<b>Capacity</b>
<b>Fellowship Hall</b>	\$25 per hour	\$50 per hour	50% of Rental Fee	300
<b>Kitchen</b>	\$10 per hour	\$20 per hour	50% of Rental Fee	N/A
<b>Sanctuary</b>	\$35 per hour	\$75 per hour	50% of Rental Fee	350

Room Renting:

x Length of Rental:

= Total Rental Fee:

**Office Use Only:**

Date Agreement Received: \_\_\_\_\_ Trustee Assigned: \_\_\_\_\_

Date Rental Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

Security Deposit Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_

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

Condition of rental area after use:  Acceptable  Not Acceptable

Comments about the condition: \_\_\_\_\_

\_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_ Check #: \_\_\_\_\_

The condition of the facilities at Faith Lutheran Church have been found to be in the condition that they were prior to the event described above with the exception of any comments noted.

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

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