

Education Building Facilities Request Form

"Revised 12-16-06" – New guidelines go into effect 1-1-07

Date Submitted: _____ **Name:** _____

Address: _____

Home Phone #: _____ **Business Phone:** _____

Name of Event: _____

Please Check One:

_____ **Church Sponsored Event** (no trustee needed)

_____ **PRIVATE Rental** (trustee must be present for event – his/her signature required)

Signature of Trustee who will be present at your PRIVATE RENTAL:
_____ (see attached for list of trustees)

Date of Event: _____ **TIME of Event:** _____

Number of people attending: _____

Set Up Date: _____ **Set Up Time:** _____

Facilities Needed: (Check)

_____ Kitchen _____ Big Room _____ Classroom

Other Needed Items: (Please list quantity needed)

_____ 8 foot Long Tables

_____ Chairs

_____ TV/VCR/DVD Player(3 of each available)

_____ Overhead projector/screen (1 of each available)

_____ Tablecloths (rectangle – Trustees DO NOT pay for laundering)

Please mark/list the kitchen/pantry items you plan to use during this event.

_____ Oven _____ Silverware _____ pots/pans _____ serving utensils _____ Microwave

_____ Coffee Pots _____ Coffee Cups _____ Drinking Cups _____ Roaster

_____ LWML Punch Bowl _____ LWML cream/sugar bowls _____ LWML glasses

_____ LWML _____ Table Cloths _____ LWML glass plates _____ Correll Dishes

_____ Refrigerator/Freezer _____ Other items

*For use of LWML items please contact LWML President, Rosemarie Herring @727-0991 (home) or 201-5710 (cell)

Rental Fees for PRIVATE RENTALS
of Education Building

(**NO Fees** for Church Sponsored Events)

RENTAL FEES

Education Building : \$15.00 per event

Check #- _____

Total Amount: \$15

Please No Cash

*Alcohol is **NOT PERMITTED** inside our facilities or anywhere on the premises.
*We reserve the right to refuse any event in our facility on a “case by case” basis.

Make checks payable to: Holy Cross Lutheran Church

Please give check to Mary Helen Terrell, our church secretary upon completion of event! Please DO NOT put the money in the offering plate.

By signing below, I agree to the attached procedures and “Use and Care of the Holy Cross Education Building:”

Date

Signature of Responsible Party
(for private and church sponsored events)

USE AND CARE OF THE HOLY CROSS EDUCATION BUILDING

The Education Building is a vital part of the overall ministry of Holy Cross Lutheran Church and those participating and enjoying the facilities should conduct themselves in a Christian manner and abide by the policies and procedures which govern the use of the Education Building.

1. **Mary Helen Terrell**, the church secretary, will serve as the Coordinator of the Education Building under the direction of the Board of Trustees. All reservations must be made through Mary Helen (at least 2 weeks in advance)!
2. All use of the education building is to be **supervised** by an adult. Members under 21 years of age may use the Education Building with approved chaperones present at the ratio of 1 chaperone to 20 people. All participants are encouraged to remain inside the Education Building during an activity. An adult must be present in the facility at all times.
3. Appropriate dress is required at all times.
4. No alcohol, smoking or tobacco products, or gum chewing is allowed.
5. No loud noises permitted. Music is considered too loud if it can be heard outside the building.
6. All equipment and supplies should be properly cared for and returned to its proper place.
7. No furniture, equipment, or kitchen items may be removed from the Education Building – They must remain inside the facility.
8. The kitchen is not to be used for personal food preparation or storage.
9. All users will assume responsibility for cleaning, sweeping, trash removal, washing of dishes, etc., after each use. The gym floor must be swept after each use.
10. The trustee on duty is responsible for turning off lights, heating and cooling equipment, and water faucets and for locking all doors.
11. Please RE-SET the facility exactly as it was before you arrived.
12. If you use the tablecloths, you are responsible for washing and folding the table clothes and bringing them back in the condition they were in before you used them. – Trustees WILL NOT pay for cleaning tablecloths.
13. Please bring your own cleaning supplies (ex: vacuum, broom, dustpan, etc).

PRIVATE RENTAL – For Members of Holy Cross Only

1. To reserve the Education Building you must **fill out and return the attached form to Mary Helen Terrell**, our church secretary (at least 2 weeks in advance)!
2. **If you are planning a PRIVATE RENTAL, a TRUSTEE/Elder must be present in the Education Building to open and close the facility and be in attendance throughout the entirety of your event.**
 - a. Please note, if you are requesting to rent this facility for an event, which will take place in less than 2 weeks a trustee may or may not be available.
3. **You are responsible for contacting one of our TRUSTEES to be at your private rental at least 2 weeks in advance:**
 - a. Mr. John Ford (Chairman of the Board of Trustees): 722-1982
 - b. Mr. Todd Kieschnick 728-6403
 - c. Mr. Will McCall 225-7668
 - d. Mr. Walter Perryman 722-6099
 - e. Mr. Raymond Rice 722-5315
 - f. Mr. Thad Kieschnick 728-6405
4. **Fees for Holy Cross Members:**
 - a. **Education Building \$15.00 per event**
5. All checks are to be written out to: HOLY CROSS LUTHERAN CHURCH.
6. Please **personally give your check to Mary Helen Terrell**. She will deposit into the appropriate account. Please DO NOT put it in the offering plate.
7. **A Private Rental WILL NOT be accepted until a Trustee has committed (by signing the Ed Bldg. Facilities Request Form) to being present at the PRIVATE RENTAL and all of the forms are signed and returned to Mary Helen.**
8. **Members who are involved in “outside” organizations and wish to sponsor a “one-time usage” event must be present in the Education Building during the private rental.**
 - a. “Outside” organizations (dance teams, sports teams, cub scouts, girl scouts, etc) are only allowed to use the facility on a **“ONE time”** basis (not on a regular basis) each year.
9. Personal renters who anticipate a gathering of over **100 people** must provide a security guard at their own expense.
10. No utensils or pots and pans may be used from the FLC during Private rentals.
11. Private renters will not be allowed into the FLC to set up for a **Sunday rental** until after 12NOON on Sunday.
12. Off-site “school” functions (ex: dances, fundraisers) are NOT ALLOWED.
13. Cleaning must be done immediately. The renter will be responsible for any damages as well as loss of a deposit.
14. No private rental will be allowed prior to 7:30am, and the FLC must be vacated by 12midnight.
15. Alcohol is **NOT PERMITTED** inside our facilities or anywhere on the premises.
16. We reserve the right to refuse any event in our facility on a “case by case” basis.