

Family Life Center
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 all that apply)

_____ Kitchen _____ Gym _____ Foyer

Other Needed Items: (Please list quantity needed)

_____ 8 foot Long Tables (39--8 foot long tables available)

_____ Round Tables (8 round tables available)

_____ Chairs (320 chairs available)

_____ Basketball goals (2 goals available)

_____ Volleyball Nets (you'll need to set up on your own)

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

_____ Overhead projector/screen (1 of each available)

_____ Tablecloths (round and/or rectangle – Trustees DO NOT pay for laundering)

KITCHEN UTENSILS AND PANTRY ITEMS may be used for CHURCH SPONSORED EVENTS ONLY.

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

_____ Oven _____ China Dishes _____ Silverware _____ pots/pans

_____ Dishwasher _____ Microwave _____ Warmer _____ Coffee Pots

_____ Cups _____ Cambro/drink cooler _____ Roaster _____ Other items

Rental Fees for PRIVATE RENTALS
of Family Life Center

(NO Fees for Church Sponsored Events)

RENTAL FEES

DEPOSITS

Gym:	\$15.00 per hour	\$100.00
Kitchen:	\$35.00 per event	\$100.00
FOYER:	\$15.00 per event	\$100.00

There is a Foyer Fee only if rented by itself!

Check #- _____ Deposit Amount \$ _____

Total Cost:

Gym Fee (\$15 per hour)	\$ _____
Kitchen Fee (\$35 per event)	\$ _____
Foyer Fee (\$15.00 per event)	\$ _____

There is a Foyer Fee only if rented by itself!

TOTAL Check # _____: \$ _____

No Cash Please

*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**
and return check to DCE Kristy Witek 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 Family Life Center:"

Date

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

USE AND CARE OF THE HOLY CROSS FAMILY LIFE CENTER

The Family Life Center 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 Center.

1. The Director of Christian Education will serve as the Coordinator of the Family Life Center under the direction of the Board of Trustees. All reservations must be made through the DCE (at least 2 weeks in advance)!
2. All use of the gym is to be **supervised** by an adult. Members under 21 years of age may use the FLC with approved chaperones present at the ratio of 1 chaperone to 20 people. All participants are encouraged to remain inside the FLC during an activity. An adult must be present in the gym and foyer at all times.
3. Appropriate dress is required at all times.
This includes the following:
 - a. You must wear shirts
 - b. Proper gym shoes are necessary (no boots, black soles, etc)
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 FLC.
6. All equipment and supplies should be properly cared for and returned to its proper place.
 - a. No kicking of balls in the gym (not even nerf balls)
 - b. No hitting of tennis balls, softballs, or baseballs
 - c. No hanging from the basketball goals.
7. No food or drink in gym except during meals and banquets conducted in the gym.
8. No furniture, sports equipment, or kitchen items may be removed from the Family Life Center – they MUST stay inside the facility.
9. The kitchen is not to be used for personal food preparation or storage.
10. 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.
11. The trustee on duty is responsible for turning off lights, heating and cooling equipment, and water faucets and for locking all doors.
12. NO HOT PLATES are allowed on any of the tables (they are plastic and the heat will melt them and cause them to buckle).
13. Please do not use tape (of any kind) on the walls to put up decorations.
14. Please RE-SET the facility exactly as it was before you arrived.
15. 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.
16. Please bring your own cleaning supplies (ex: vacuum, broom, dustpan, etc).

PRIVATE RENTAL – For Members of Holy Cross Only

1. **If you are planning a PRIVATE RENTAL, a TRUSTEE/Elder must be present in the FLC 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.
2. **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
 - g. Mr. Don Gribnau 727-1030
3. Private rental reservations along with a deposit must be submitted to DCE Kristy Witek at least two weeks in advance of anticipated events.
4. **Fees for Holy Cross Members:**
 - a. **GYM** **\$15 per hour + \$100 deposit**
 - b. **KITCHEN** **\$35 per event + \$100 deposit**
 - c. **FOYER** **\$15.00 per event (only if rented by itself) + \$100 deposit**
5. All fees and deposits are due in advance and are to be written out to: HOLY CROSS LUTHERAN CHURCH. Deposits will be refunded if the building is left clean and undamaged. DCE will keep the deposit, than after the rental you will be asked to write out another check for the amount of the rental. Please give the new check to the DCE, who will then discard or return your deposit.
6. **A Private Rental WILL NOT be accepted until a Trustee has committed (by signing the FLC Facilities Request Form) to being present at the PRIVATE RENTAL and all of the forms are signed and returned to DCE Kristy Witek.**
7. The foyer is accessible with the rental of the gym and/or kitchen at no charge. If rented alone there is a \$15.00 per event charge.
8. **Members who are involved in “outside” organizations and wish to sponsor a “one-time usage” event must be present in the FLC 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.