

FACILITY RENTAL/USAGE REQUEST FORM

Lutheran Church of the Atonement
Florissant, MO

Date Submitted: _____ Group Name: _____

EVENT TITLE: _____

Event Date(s): _____

people expected: _____

Event Start Time: _____ Event End Time: _____

Set-up Start Time: _____ Clean-up Finish Time: _____

Activity Leader: _____ Phone: _____

Print Name: _____

Room / Facility Requested (if available): _____

NOTE: All church functions will take priority over non-church functions. Only members may rent the facilities without the prior approval of the Board of Properties. Each facility rental/usage is not finalized until an authorized person signs a facilities rental/usage contract. For recurring events, the office requires a new request form at the beginning of each calendar year with updated information.

Approval of the Church Council is required to serve alcohol at an event. This approval requires 60 days advance notice.

After each use, the group should clean the area that they used. This includes replacing chairs, tables, and athletic equipment to the same set up as before the event. All trash should be placed in the dumpster, and all trash can liners replaced with fresh liners. All floors should be swept. All bathrooms should be checked. Lights must be turned off. If you override the heating or cooling, press "RUN" on the thermostat to re-engage the programming.

For safety and security some general guidelines include:

- do not prop doors open (if you find doors propped open, "unprop" them);
- if you exit through a locked door, make sure it locks behind you;
- if you see strangers in or approaching the building, ask why they are here;
- ask all the members of your group to enter and exit through the same door;
- after your group has arrived or your meeting begun, re-lock the door you entered through;
- remember that during the school/business day, the only doors to be left open to the outside are doors nearest the school office and Pastor Mueller's office, reporting any other unlocked doors to the office;
- if you are leaving after 7:30 p.m. in the evening, please double-check that the principal exterior doors are secure.

Contact the church office if you cancel your event, so that the facilities may be available for others to use.

Return completed forms to the Church Office, 1285 New Florissant Rd North, Florissant, MO 63031, or email church.office@alcs-web.com or fax 314-837-1227 at least 7 days before the event.

OFFICE USE ONLY

Room assigned: _____ Web calendar updated: _____

Rental Deposit: \$ _____ Date Paid: _____ Paid To: _____ Refund date: _____

Rental fee: \$ _____ Date Paid: _____ Paid To: _____

Council Approved use of alcohol: No _____ Yes _____ Signed: _____