

# Pilgrim Lutheran Church

## Non-Member Building Use Request Form

Name of Person/Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

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

Event: \_\_\_\_\_

Date (s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Participants/Guests: \_\_\_\_\_

Rooms requested: Sanctuary: \_\_\_\_ Chapel \_\_\_\_ Fellowship Hall \_\_\_\_ Kitchen \_\_\_\_

Fireside Room \_\_\_\_ Hospitality Room \_\_\_\_ Other: \_\_\_\_\_

### Fees (Circle all needed):

Weddings: Sanctuary **\$225** Pastor honorarium **\$200** Organist **\$150 - \$200**

Aisle Candles **\$50** Unity Side Candles **\$5.00/each** Bulletins **\$50/100**

Use of Sanctuary, Fellowship Hall and Kitchen **\$325**

Event Coordinator: Weddings (required) **\$150** Open/close only (optional): **\$ 50**

Stay for full event (optional, includes open and close): **\$100**

Custodian services (optional—fee depends on request) **\$ 100 - \$200**

Other events: Fellowship Hall **\$150** Kitchen **\$75** Both Hall and Kitchen **\$200**

Fireside Room **\$50** Upstairs Hospitality Room **\$75**

Event Coordinator will meet with Groups before event for a walk through of the church and answer any questions.

Custodian services available—work with Coordinator to arrange.

Sound system available in Fellowship Hall.

Any other equipment needs, please discuss with Event Coordinator.

*Thank You!*

**Groups using the facility, please follow guidelines:**

1. Any set up/set down of tables and chairs are the group's responsibility unless prearranged with Event Coordinator.
2. No smoking or alcohol use allowed in building or parking lot.
3. All children must be supervised before, during and after event.
4. Decorations may be used that will not permanently damage any surfaces. If in doubt, check with Event Coordinator before attaching to walls or posts.
5. Clean any areas used and move any furniture back to designated place after event, unless prearranged with Coordinator.
6. Kitchen must be cleaned, swept and mopped after event as per building use checklist.
7. Garbages and recycling should be emptied and placed in containers outside of building.
8. Remove all food, décor and other event related items after event.
9. Make sure all equipment is turned off, turn off all lights; check building for any other persons before leaving.
10. If given a key, please lock doors and set alarm.
11. Pilgrim is not responsible for security of personal belongings or responsible for any theft.
12. Pilgrim is not responsible for injuries that occur within the event.

Thank you,

Pilgrim Lutheran Church

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

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