



# Pilgrim Lutheran Church

Ministry to All in the Heart of Superior

820 Belknap Street  
Superior, Wisconsin  
(715)392-4731  
www.PLCsuperior.org

## AGREEMENT FOR USE OF CHURCH FACILITIES – RECURRING USE

Circle month(s) that apply:

Jan. Feb. Mar. April May June July Aug. Sep. Oct. Nov. Dec.

Circle day(s) of the week that apply:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Prep time starting at: \_\_\_\_\_

Actual date(s) are as follows: (example: January 1, 2024)

- |            |            |            |
|------------|------------|------------|
| 1). _____  | 2). _____  | 3). _____  |
| 4). _____  | 5). _____  | 6). _____  |
| 7). _____  | 8). _____  | 9). _____  |
| 10). _____ | 11). _____ | 12). _____ |

Estimated number of participants: \_\_\_\_\_

### Rooms Requested

Please check which room(s) you would like to reserve.

- |                         |                           |
|-------------------------|---------------------------|
| - Sanctuary _____       | - Chapel _____            |
| - Fellowship Hall _____ | - Fireside Room _____     |
| - *Kitchen _____        | - *Kitchen and Hall _____ |

### Fee Guidelines

	<u>Member</u>	<u>Non-Member</u>	
<input type="radio"/> Custodial Service	\$50.00	\$50.00	_____
<input type="radio"/> Damage Deposit (required)	\$200.00	\$200.00	_____

*\*Damage Deposit is only cashed if there is damage to the property\**

- Donations: A suggested donation of \$10 per event is requested to offset costs and reserve the space. A suggested donation of \$50 per event is requested for the use of the kitchen.

*Note: Long-term rental of the kitchen space requires a separate contract.*

**Donation Amount** \_\_\_\_\_

**Total Paid in Advance: \$** \_\_\_\_\_

**Key Checked Out On:** \_\_\_\_\_ **Returned:** \_\_\_\_\_

*Additional donations are accepted.*

## Agreement

1. Use of the facility must not interfere with church events. Church events take precedence for space and may require modification of dates or space being used.
2. Activities should be confined to the room you have reserved unless other arrangements are made in advance with church staff.
3. Equipment must be left in proper place and in clean condition. This may include, but is not limited to:
  - erasing chalk/white board
  - moving furniture back to where it was found
  - vacuuming and/or sweeping any mess made on floor/carpet (A vacuum and broom are located in the janitor's closet on the upper level and another vacuum is located in the closet under the stairs in the basement.)
  - wiping down tables (downstairs classrooms: cleaning supplies are located in a basket in each classroom - upstairs rooms: cleaning supplies can be found in the janitor's closet)
  - emptying trash cans and putting into dumpster in the garage; replacing garbage bags (garbage bags can be found in the janitor's closet)
4. User must report, and pay for, any equipment or property damage using the Damage Report Form
5. If the building is used after normal hours of operation, ***the user is responsible for maintaining the security of the building, and monitoring the occupancy of the building.*** Prior to leaving the building, ***the user is responsible for:***
  - turning off all lights
  - securing all windows
  - locking all exterior doors and setting the alarm
6. You will be charged \$40 if you fail to return the key at the end of your event.
7. The name of the church shall not be used as an endorsement.
8. Groups using the church building must provide a **certificate of insurance**, have references, or be known, or be sponsored by a member of the church.
9. There shall be no smoking, including the use of e-cigarettes or vaping devices in the building.
10. Use of the facility must be approved by the office manager at least 1 week prior to the event taking place.
11. The Church Council may rescind or modify any part of the agreement at any time.
12. The parking lot on the east side of the main entrance is the lot you should use for your event parking.
13. A Damage Deposit is required and will be returned after the event if the following conditions are met:
  - No damage to building or furnishings.
  - Key fob is returned at the end of the event.
  - All items you bring into the building such as decorations, food, etc., must be removed from the building. They cannot be left overnight.
  - All tables and chairs are washed, if needed, and returned to their storage if taken out
  - All lights turned off, and all exits checked and locked.

Failure to comply with the above guidelines may result in the loss of all or partial amount of the damage deposit.

***By signing this agreement, you agree to the terms and conditions of this agreement.***

Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Contact Person/Group Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Signature for Pilgrim Lutheran Church: \_\_\_\_\_ Date: \_\_\_\_\_