

## **Messiah Building Use Policy/ Request for Use of Messiah's Facilities**

Messiah Lutheran Church provides a home for its membership, and offers hospitality to certain non-members, and non-profit community organizations and events. We expect that all who use our facility will treat the building, property, and staff with respect.

Messiah functions and events are scheduled with the church office, in consultation with the pastor and other staff, and may be affirmed by the congregational council. Non-member functions and events are scheduled with the church office, and will be discussed and voted on by the congregational council at their next regular meeting.

Messiah may require a security deposit to guard against theft, damage, excessive clean-up, or inappropriate behavior. Non-member weddings are also assessed a fee for use of the building. Non-member groups meeting at the church may make a donation to Messiah for the use of the building and its resources.

Individuals or groups who wish to reserve space at Messiah will complete an application in the church office and sign a usage agreement. This application will be copied to council and the pastor. If the council needs to vote on the application, their decision will be communicated by the church office. Approved events and meetings will go on the church calendar.

Some groups may be required to return a completed clean-up checklist to the office when their event is over. Some groups may be required to submit a security deposit prior to their event, and Messiah may assess a cleaning fee of \$25 per hour from anyone who does not leave the building as they found it. We ask that all groups report any concerns, damage, or dangerous conditions to the church office.

revised 11/10

## Request for Use of Messiah Facilities

Your name \_\_\_\_\_

Your email address \_\_\_\_\_

Date of request \_\_\_\_\_

Date of event \_\_\_\_\_

Room needed from (start and end) \_\_\_\_\_

Exact time of event (start and end) \_\_\_\_\_

Number attending \_\_\_\_\_

Organization name \_\_\_\_\_

Person(s) responsible for the event \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email address for responsible person \_\_\_\_\_

Description of event \_\_\_\_\_

Space requested \_\_\_\_\_

Donation given to Messiah? \_\_\_\_\_

Security deposit? \_\_\_\_\_

Cleanup/damage charges assessed? \_\_\_\_\_

Reason \_\_\_\_\_

I/we agree to respect the property, building, and contents of Messiah Lutheran Church. We will return all items to their original place, clean up after ourselves, and leave the building and premises as we found them. If there be breakage, theft, or other issues, we will communicate with the church office. We will take responsibility for the behavior of everyone in our group.

Signature(s) \_\_\_\_\_

Check list for Messiah groups and events

- Key out  key returned
- lights on/lights out, including bathrooms: remember that the security lights remain on in the hallways at all times.
- heat/air conditioning on/off/turned down
- equipment put back where it came from. Please move the social hall tables by carrying them. Do not drag them.
- doors locked: social hall, kitchen, both side doors, front door, preschool, and courtyard

Kitchen checklist

- linens taken home to be washed and returned
- leftovers disposed of
- trash taken to outside trash bin
- counters and sinks cleaned
- floors swept
- cookware and dishes put away
- stoves and ovens off and cleaned

Contact information:

Messiah Lutheran Church: office – 319-754-7591; fax – 319-754-7592

Pastor Susanne Smith: cell – 651-746-9969; home – 319-208-9527

Joy Shah, council president: home – 319-752-3355