

Zion Lutheran Church & School

Fees Received \_\_\_\_\_ Deposit Received \_\_\_\_\_ Date \_\_\_\_\_

REQUEST FOR PERMISSION TO USE CHURCH/SCHOOL PROPERTY  
(requests for non-church/school events)

Date: \_\_\_\_\_ Space Required from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

For recurring events, please describe (i.e. "Every Third Monday") \_\_\_\_\_

Time: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. Estimated Attendance \_\_\_\_\_

Activity/Event: \_\_\_\_\_

Specific Areas Needed \_\_\_\_\_

Equipment Needed/ Special Set-Up Instructions \_\_\_\_\_

Are Kitchen Facilities Required? YES \_\_\_\_ NO \_\_\_\_

If yes, what will be needed (Note: if refrigerators, freezers, dishwashers or other major equipment is requested, the Lunch Program Manager (school year) or ECE Director (summer) must also approve the usage)?  
\_\_\_\_\_

Kitchen Approval \_\_\_\_\_ Date \_\_\_\_\_

Custodial Staff Needs: \_\_\_\_\_

Custodians Notified (date) \_\_\_\_\_ (who) \_\_\_\_\_

Requested by (please print clearly): \_\_\_\_\_ Phone: \_\_\_\_\_

Representing (group/organization) \_\_\_\_\_ Address: \_\_\_\_\_

Calendar Available? \_\_\_\_\_ Leadership Team Approval: YES \_\_\_\_ NO \_\_\_\_ Date \_\_\_\_\_

Notes: \_\_\_\_\_

Group or Organization Approval Contact Made \_\_\_\_\_

YOU WILL BE CONTACTED AFTER APPROVAL HAS BEEN GIVEN FOR YOUR EVENT.  
Please review the Rules and Regulations on the reverse side. Signature is required.

Request for Use: All requests for use of Zion's facilities must be made through the Church Office and be approved by the Staff Leadership Team under the direction of the Board of Trustees. Requests should normally be received no less than ten (10) days prior to the date, (certainly much longer if possible).

Restriction on Use: Zion's premises will not be available on such occasions or during such hours as to interfere with the regular functions of Zion. All approvals will be issued for *specific rooms and for specific hours*. If unauthorized areas are used, the security deposit may be forfeited and additional requests to use the building may be canceled. If needed, please provide a diagram or floor plan for setting up the event.

Zion Staffing Required: All groups/organizations using Zion's premises will be required to have a custodian on the grounds. A custodian fee will be charged to all groups using our facility. Additional fees may apply, please refer to the fee schedule. Other staff may be required based on space requested. Payment to custodians/kitchen staff must be made with application for space.

Protection of Zion's Property: Zion's property must be protected from damage and mistreatment and ordinary precautions for cleanliness maintained. Groups shall be responsible for the condition in which they leave Zion's property. No property shall be taken from the premises without written permission and must be returned in the same condition. In cases where property has been damaged or abused beyond normal wear, damages shall be paid for by the individual, group or organization involved. NO SMOKING, ALCOHOL OR DRUG USE IS PERMITTED IN ANY OF THE FACILITY OR ON THE GROUNDS. Use of kitchen areas for other than beverage preparation is restricted unless previously approved. Door security must be maintained at all times (doors may not be propped open at anytime).

Fees for Use: Fees for use of Zion's facility must be *paid at the time of request for use*. Organizations or groups shall have a clean-up committee to clear the building space used of all trash and debris. If extra custodial help is called in, costs will be charged to the group. Current fees can be found on the fee attachment.

Cancellation/Relocation: A 24-hour notice of cancellation must be given to the church office by telephone or writing to receive a refund of fees. The Staff Leadership Team reserves the right to relocate previously scheduled events or activities of individuals, groups or organizations as necessary.

ORGANIZATION AGREEMENT:

I agree that my organization or group will hold Zion Lutheran Church & School, the individual members, officers, agents, and employees, free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of Zion's property. I certify that I will be personally responsible on behalf of the applicant for any damages sustained by the Zion's building, furniture or equipment accruing through the occupancy or use of said property by the applicant.

I will be responsible for securing the room(s) or area(s) used. I will replace all furniture I have relocated, store equipment used properly, and leave the premises in the condition they were when I arrived. I certify that I have read the rules, regulations and terms of this application, and that I, and the group which I represent, will abide by them.

Signature of responsible person \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Fee Agreement Received \_\_\_\_\_