

Immanuel Lutheran Church  
 25 Great Hill Rd., Oxford, CT  
 203.888.4713 Fax: 203.888.4679

**BORCHERT HALL REQUEST FORM**

Group Name: \_\_\_\_\_ Application date: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Responsible Person's Phone # (for duration of the event): \_\_\_\_\_

Total # of People: \_\_\_\_\_ #Adults: \_\_\_\_\_ #Youth(13-18yrs.): \_\_\_\_\_ #Children(0-12 yrs.): \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Donations should be made payable to: Immanuel Lutheran Church**

Line Item	Description	
1.	Borchert Hall: \$150 for 4 hours( includes setup/cleanup)	<b>\$150.00</b>
2.	Beyond 4 hours: \$25 per hour	
3.	Use of Kitchen: \$50 for 4 hours	
4.	Over 75 guests: custodian at \$15 per hour (page 2 #9)	
5.	Security Deposit	<b>\$100.00</b>
	<b>Total Due:</b>	
7.	Deposit (\$125 minimum with application	<b>\$</b>
8.	Balance (due 1 week prior to event)	
9.	Post-event clean up charges (page 2 #3)	
10.	Security Deposit Refund	

I, \_\_\_\_\_, have read the regulations for Borchert Hall Use attached to this application and agree to the requirements. I also understand that *Immanuel Lutheran Church* will not be held liable or responsible for any accident or injury to any person, nor for loss or damage to any personal property incurred while using the facilities.

PROOF OF INSURANCE IS REQUIRED. One day insurance is available from Berkshire Insurance Group as follows: Bob Proulx: 413.935.1582 or 413.537.8063, [rproulx@bershireinsurancegroup.com](mailto:rproulx@bershireinsurancegroup.com)

NO SPMOKING/VAPING AND NO CONSUMPTION OF ALCOHOLIC BEVERAGES PERMITTED ANYWHERE ON THE CHURCH PROPERTY.

Responsible Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only: Deposit (Check #) \$ _____	Balance: \$ _____
Custodian (Name): _____	Insurance Certificate No.: _____
Hall Coordinator Approval: _____	Date: _____
Church Council approval: _____	Date: _____

Upon approval, this document becomes your contract. A copy will be given to you. (05-21-2019)

## **Building Use Regulations**

1. Any person or organization desiring to use church facilities must request them in writing to the Building Use Committee. Only non-profit groups will be allowed to sponsor events. All fees and deposits should be made payable to Immanuel Lutheran Church.
2. All individuals and organizations must return facility to its original condition. The use of decorations must be pre-approved by the Building Use Committee. Kitchen and lavatory facilities must be left clean with all trash placed in proper receptacles. All tables and chairs must be returned to original locations.
3. The person or persons in charge assume full responsibility for loss or damage; including expenses incurred in clean up, if any.
4. No alcoholic beverages may be consumed except for communion wine or wedding toast.
5. It is the responsibility of the organization to see that energy is used wisely and that lights and electrical equipment is turned off after use.
6. A custodian must open and close the building. Events with more than 75 persons in attendance must have a custodian present for the entire time. Fees for custodial services will be paid in advance.
7. Evening activities will have a curfew of 11:30 PM, with all clean up accomplished by midnight.
8. Adult supervision is required for youth groups.
9. Use of the facility does not imply Immanuel sponsorship or endorsement of the event. Publicity should be designed so that endorsement is not implied.
10. No equipment storage is provided. Organizations must provide and remove equipment unless approved by the Building Use Committee.
11. Groups using the church during the day are asked not to disturb the church secretary. Immanuel cannot supply pens, pencils, paper, staples, tape, etc. Groups must bring their own supplies.
12. Guidelines for building use will be posted in fellowship hall, kitchen and other areas of the building.
13. Church grounds are not available for use by outside groups.

### **November 2022 - new protocols for Hall Use are as follows:**

- 1) There will be a minimum of 30 minutes between hall uses
- 2) The church key is not to be lent out, with the exception cases of Scouts (chartered by the church) and AA
- 3) If the hall is to be used by anyone other than a church member, AA, or Scouts (chartered by the church), then the sexton or approved alternate is to unlock the doors and return at the end to lock the doors and make sure the hall is returned to the outlined standards
- 4) Hall use request is the time the renter is allowed to be at church, earlier set up time must be run by council.