

IMMANUEL LUTHERAN CHURCH
25 Great Hill Road
Oxford, CT 06578
Phone: 203-888-4713 or Fax: 203-888-4679
APPLICATION FOR BUILDING USE

Group Name _____ Application Date _____

Person(s) Responsible _____

Phone No. (home) _____ (work/cell) _____ Email _____

Non-Profit Group (Y/N) _____ Immanuel Lutheran Group (Y/N) _____

Briefly describe the activity _____

Expected attendance _____ Adults _____ Youth _____ Children _____

Date(s) Requested _____ Time (Beginning/Ending) _____

Fees are based on 4 hours of use; each additional hour is \$ 25.
(Make Checks Payable to Immanuel Lutheran Church)
A non-refundable deposit of \$100 is required.

Fellowship Hall

Kitchen

_____ Non-Profit \$ 100

_____ Non-Profit \$ 100

_____ Other Groups \$ 250

_____ Other Groups \$ 100

_____ Immanuel Lutheran Church group/member (Donation Appreciated)

Use of hall prior to event for set-up: Day Before _____ Morning Of _____ How Long ? _____

I, _____, have read the Regulations for Building Use attached to this application and agree to their 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 requested.

PROOF OF INSURANCE IS REQUIRED.

NO ALCOHOLIC BEVERAGES ARE PERMITTED ANYWHERE ON THE CHURCH PROPERTY.

AUTHORIZED SIGNATURE _____ **Date** _____

For office use only:

Fee charged _____ **Deposit** _____ **Donation** _____

Building Use Committee Approval _____ **Date** _____

Church Council Approval _____ **Date** _____

Upon approval by the Building Use committee and Church council of Immanuel Lutheran Church, this becomes your contract. A copy will be returned to you.

Immanuel Lutheran Church

25 Great Hill Road

Oxford, CT 06478

203.888.4713

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 a 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 others areas of the building.
13. Church grounds are not available for use by outside groups.

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