

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

\_\_\_ Expedite  
Application

**APPLICATION FOR BUILDING USE**

Group Name \_\_\_\_\_ Application Date \_\_\_\_\_

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

Responsible Person Phone No. (to be available during the event): \_\_\_\_\_

Briefly describe the activity \_\_\_\_\_

Number of People \_\_\_\_\_ Adults \_\_\_\_\_ Youth (13-18 yrs.) \_\_\_\_\_ Children (12 yrs. and Under)

Date(s) Requested \_\_\_\_\_ Time (Beginning/Ending) \_\_\_\_\_

**Make Checks Payable to: *Immanuel Lutheran Church.***

| <u>Fellowship Hall</u>                         | <u>Kitchen</u>      | <u>Total</u>       |
|--|---------------------|--------------------|
| _____ \$ 250 (first for 4 hours, per day)      | _____ \$100,per day | _____              |
| _____ \$25/hr (after 4 hours)                  | _____ No            | _____              |
| <b>Non-refundable Deposit of \$100.....</b>    |                     | <b>_____ \$100</b> |
| <b>Refundable Escrow Deposit of \$125.....</b> |                     | <b>_____ \$125</b> |
| <b>Total.....</b>                              |                     | <b>_____</b>       |

**Deposit (provided with application).....(minus)..** \_\_\_\_\_

**Balance (1 week before event).....** \_\_\_\_\_

**Custodian: Post-event Cleanup Charge:** \_\_\_\_\_

**Refund to Responsible Person:** \_\_\_\_\_

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.** One-day insurance is available from Berkshire Insurance Group, as follows: Bob Proulx, 413.935.1582, or 413.537.8063, [rproulx@berkshireinsurnacegroup.com](mailto:rproulx@berkshireinsurnacegroup.com)

**NO SMOKING AND NO ALCOHOLIC BEVERAGES ARE PERMITTED ANYWHERE ON THE CHURCH PROPERTY.**

**AUTHORIZED SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

|   |  |
|---|--|
| <b>For office use only:</b> Deposit (Check#) \$ _____ | <b>Outstanding \$</b> _____              |
| <b>Custodian (Name):</b> _____                        | <b>I nsurance Certificate No.:</b> _____ |
| <b>Hall Coordinator Approval</b> _____                | <b>Date</b> _____                        |
| <b>Church Council Approval</b> _____                  | <b>Date</b> _____                        |

Upon approval, this becomes your contract. A copy will be returned to you. (11-21-2017)

**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 complete the most current **Borchert Hall Use Request Form**.
2. Submit the completed form to the Church Office, with deposit and proof of insurance. Make all fees and deposits payable to Immanuel Lutheran Church.
3. Individuals and organizations are responsible for returning the facility to its original condition. The Escrow Deposit will be returned upon inspection of the facilities after the use of the Hall, minus any costs incurred to return the facility to its original condition.
4. Guidelines for building use will be posted in the kitchen and others areas of the building. See **Hall Diagram** and **Hall Condition Checklist**
5. The Responsible Person shall provide a cell phone number on the application that will be available during the event.
6. No alcoholic beverages may be consumed except for a communion wine or wedding toast.
7. This is a non-smoking facility, building and property. Smoking on church grounds is subject to forfeit of Escrow Deposit.
8. The Responsible Person shall use energy wisely and ensure that lights and electrical equipment are turned off after use. (e.g., set thermostat to 55 degrees F)
9. 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. Maximum number of people that can be in the Hall is 100 people.
10. Evening activities will have a curfew of 11:30 PM, with all clean up accomplished by midnight.
11. Adult supervision is required for youth (under 21) groups.
12. Use of the facility does not imply Immanuel sponsorship or endorsement of the event. Publicity should be designed so that endorsement is not implied.
13. No equipment storage is provided. Organizations must provide and remove equipment unless approved by the Hall Coordinator.
14. Groups using the church during the day are asked not to disturb the church secretary.
15. Groups must bring their own supplies, including pens, pencils, paper, staples, tape, etc.
16. Church grounds are not available for use by outside groups.

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## Borchert Hall Conditions Checklist

Event/ Responsible Person:

\_\_\_\_\_

Date/ Time:

\_\_\_\_\_

Please review these items as paf your event cleanup.

|    |  |  |
|----|--|--|
| 1  | Clean kitchen surfaces, turn off appliances and coffee pots, put silverware and utensils away. |  |
| 2  | Clean lavatory facilities.   |  |
| 3  | Place all trash placed in proper receptacles.  |  |
| 4  | Tie up all trash bags and place in trash container, located in the parking lot.                |  |
| 5  | Return all tables and chairs to their original locations.                                      |  |
| 6  | Clean tables and chairs of food and crumbs   |  |
| 7  | Sweep floors and remove food and crumbs  |  |
| 8  | Return thermostat to original setting  |  |
| 9  | Close and lock windows.  |  |
| 10 | Turn off lights.   |  |

## Building Hall Use Request & Approval Process

### **Requestor**

1. Check on-line Hall Calendar for availability
2. Download Form from website, with instructions, Use Regulations and Hall Diagram.
3. Complete Form & return to Church Office with:
  - Refundable Deposit (Escrow)
  - Use Fee
  - Proof of Insurance

### **Approver**

4. Check Form for completeness, with insurance certificate & fee
5. Confirm availability of the Hall for date/time requested
6. Confirm availability of a Custodian for the event
7. Obtain Approval from Council. Expedite Approval via email to Council if response is needed before next Council meeting.
8. Contact Responsible Person to confirm approval
9. Deposit check

### **Custodian**

10. Open door at designated time
11. Check Hall condition after event is completed.
12. Conduct cleanup, as needed.
13. Notify Treasurer of charge for cleaning up (if any) from Escrow

### **Treasurer**

14. Return outstanding amount from Escrow Deposit to Responsible Person

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