

St. John's Lutheran Church

Building Use Policy and Room Request Application

St. John's Lutheran Church • 318 E. Garfield Ave • Marion WI 54950
Phone: 715-754-5201 • Fax: 715-754-2926 • Email: churchoffice@stjohnsmarion.org Website:
www.stjohnsmarion.org

*****Submit this form to the church office at least 3 weeks prior to your event*****

Name of Group: _____ Today's Date: _____
Contact Person: _____ Contact Phone: _____
Address: _____ Date of Activity: _____

Purpose of Rental: _____

Time Start: _____ Time End: _____

Room(s) Requested and the following donations are requested: Charges for Equipment Requests:

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> other _____ | <input type="checkbox"/> Dishwasher.....\$25 |
| <input type="checkbox"/> Club room and small kitchen (1-50) | \$25.00 | -Must be instructed by church staff on |
| <input type="checkbox"/> Parish Hall/kitchen (1-75) | \$50.00 | how-to use prior to date of building use. |
| <input type="checkbox"/> Parish Hall/kitchen (75+) | \$75.00 | <i>*Use of audio/video equipment will require</i> |
| <input type="checkbox"/> Great Room & Kitchenette | \$25.00 | <i>staff to be present and will be an additional</i> |
| <input type="checkbox"/> Theatre | \$25.00 | <i>\$20 per hour.</i> |

The following guidelines have been established by the Church council for fair and equitable treatment of the members of the congregation and also providing fair treatment for other community use of the church property.

1. No alcohol is to be used other than as a sacramental part of the worship life of the congregation.
2. There will be no smoking inside church facilities
3. The Parish Hall or Club Room may be used for church related functions when scheduled through the church office and will only be permitted if they do not affect church programs as determined by the staff. Any change in current room set up will be made by the group using the facility. The Room must be put back to its original design.
4. Families of the congregation/charitable organizations/Marion School District may use the Parish Hall and/or other church facilities when scheduled through the church office and will only be permitted if they do not affect church programs as determined by the staff. When families or outside groups use the parish Hall, all areas are to be cleaned and left in good condition with the room set up the way it was upon arrival. All garbage is to be bagged and removed.
5. As a general rule charitable organizations will not be charged facility use fees but it is expected that these groups will not exceed room occupancy limits as set by the Marion Fire Department.
6. Any damage or breakage to the church property must be reported and replaced by the responsible party.
7. If anyone is injured while utilizing this building an incident report must be completed.
8. In consideration of being permitted to utilize the facilities and/or property of St. John's Lutheran Church the applicant further agrees to pay the church for any loss or damage to the property possessed by the church. Signature below indicates the Building Use Policy will be followed.

Signature: _____ Date: _____

**checks should be made out to St. John's Lutheran Church*

For office use only:

Fee _____ Approved by: _____ (Office Manger) Date: _____