

# FACILITY RENTAL/USAGE REQUEST FORM

Lutheran Church of the Atonement  
Florissant, MO

Date Submitted: \_\_\_\_\_ Group Name: \_\_\_\_\_

EVENT TITLE: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

# people expected: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set-up Start Time: \_\_\_\_\_ Clean-up Finish Time: \_\_\_\_\_

Activity Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Print Name: \_\_\_\_\_

Room / Facility Requested (if available): \_\_\_\_\_

**NOTE:** All church functions take priority over non-church functions. Only members may rent the facilities without the prior approval of the Board of Properties. Each facility rental/usage is not finalized until an authorized person signs a facilities rental/usage contract. For recurring events, the office requires a new request form at the beginning of each calendar year with updated information. Meetings, classes, and other gatherings are not to be scheduled during public worship.

Approval of the Church Council is required to serve alcohol at an event. This approval requires 60 days advance notice.

After each use, the group should clean the area that they used. This includes replacing chairs, tables, and athletic equipment to the same set up as before the event. All trash should be placed in the dumpster, and all trash can liners replaced with fresh liners. All floors should be swept. All bathrooms should be checked. Lights must be turned off. If you override the heating or cooling, press "RUN" on the thermostat to re-engage the programming.

For safety and security some general guidelines include:

- do not prop doors open (if you find doors propped open, "unprop" them);
- if you exit through a locked door, make sure it locks behind you;
- if you see strangers in or approaching the building, ask why they are here;
- ask all the members of your group to enter and exit through the same door;
- after your group has arrived or your meeting begun, re-lock the door you entered through;
- remember that during the school/business day, the only doors to be left open to the outside are main (central) doors nearest the church office and Fellowship Foyer, reporting any other unlocked doors to the office;
- if you are leaving after 7:30 p.m. in the evening, please double-check that the principal exterior doors are secure.

**Contact the church office if you cancel your event, so that the facilities may be available for others to use.**

Return completed forms at least 7 days before the event to the Church Office, 1285 New Florissant Rd North, Florissant, MO 63031, e-mail church.office@alcs-web.com, or fax 314-837-1227.

## OFFICE USE ONLY

Room assigned: \_\_\_\_\_ Web calendar updated: \_\_\_\_\_

Rental Deposit: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Paid To: \_\_\_\_\_ Refund date: \_\_\_\_\_

Rental fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Paid To: \_\_\_\_\_

Council Approved use of alcohol: No \_\_\_\_\_ Yes \_\_\_\_\_ Signed: \_\_\_\_\_