

# FACILITY RENTAL/USAGE REQUEST FORM

Lutheran Church of the Atonement  
Florissant, MO

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

Event Title: \_\_\_\_\_

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

# People Expected: \_\_\_\_\_ Wish to Serve Alcohol at the Event Yes No

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

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

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

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

## Important Notes:

1. All church and school functions take priority over non-church and non-school functions.
2. Meetings, classes, and other gatherings are not to be scheduled during public worship.
  - a. Setup and cleanup cannot take place during worship time.
  - b. Event guests cannot begin arriving before the end of worship and must leave before the start of worship.
  - c. Noise and activity of any kind cannot interfere with worship.
3. Only members may rent the facilities without the prior approval of the Properties Committee.
4. 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.
5. Approval of the Church Council is required to serve alcohol (beer or wine only) at an event. This approval requires 60 days advance notice. Alcohol cannot be sold.
6. After each use, the group must clean the area that they used. Tasks include at minimum:
  - a. Replacing chairs, tables, and athletic equipment to the same set up as before the event.
  - b. Putting all trash the dumpster, and replacing all trash can liners with fresh liners.
  - c. Sweeping all floors.
  - d. Checking all bathrooms.
  - e. Turning off all lights
  - f. If you override the heating or cooling, press "RUN" on the thermostat at the end of the event to re-engage the programming. Contact a staff member to adjust the heating or cooling in Fellowship Hall or the gymnasium.
7. For safety and security some general guidelines include:
  - a. Do not prop doors open (if you find doors propped open, "unprop" them).
  - b. If you exit through a locked door, make sure it locks behind you.
  - c. If you see strangers in or approaching the building, ask why they are here.
  - d. Ask all the members of your group to enter and exit through the same door.
  - e. After your group has arrived or your meeting begun, recheck the door which you entered through to ensure it is fully locked.
  - f. Report any other unlocked doors to the office.
  - g. 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 seven (7) days before the event to the Church Office via mail or email.

1285 North New Florissant Rd Florissant, MO 63031	church.office@alcs-web.com cc: Cathy.Mifflin@alcs-web.com
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**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**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:**    N/A    No    Yes

**Signed:** \_\_\_\_\_

## FACILITY RENTAL/USAGE REQUEST FORM

### COVID ADDENDUM

If you received this Addendum, you must follow the Guidelines below, even if they contradict other instructions contained in the Policy Manual of the Lutheran Church of the Atonement or Facility Rental/Use Request Form.

#### Building Guidelines:

1. All participants must show no symptoms of COVID-19 and not been exposed to anyone who has tested positive for the virus for at least the previous 14 days.
2. Any high-risk person should be encouraged not to attend.
3. All participants over two-years old must wear face coverings while in the building unless a face covering would compromise their health. (EXCEPTION: If this event is an approved indoor athletic event, participants may follow more lenient guidance related to face coverings if any have been issued by the external governing body for that sport.)
4. Rooms must be configured to comply with social distancing guidelines (i.e., 6 feet distance between people).
5. You must comply with all Federal, state, and local rules regarding COVID, as of the date of your event. If your group is affiliated with and operating under the auspices of a widely recognized external governing body and that body has issued guidance specific to your activity, you must comply with that guidance.
6. For the room you requested:
  - a. The maximum occupancy is \_\_\_\_\_ people.
  - b. Participants must enter through the following external doors:  
\_\_\_\_\_
  - c. You must use the restrooms located at:
    - i. Men's Room: \_\_\_\_\_
    - ii. Women's Room: \_\_\_\_\_

Additional Required Information:

1. Explain how you will configure the room to ensure social distancing requirements are met.

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2. Explain how you will sanitize any equipment or furniture (e.g., tables, chairs) provided by Atonement after your event.

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3. Explain how you will sanitize frequently touched surfaces (e.g., doorknobs) after your event.

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4. If your group has more than 10 participants, explain how you will maintain social distancing when participants enter or exit.

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5. Explain how you will maintain contact information about attendees for contact tracing, if that becomes necessary.

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I have read, and I understand the Facility Rental/Usage Request Form COVID Addendum (“Addendum”).  
I agree to comply with the rules specified in the Addendum.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date