

Application for Use of Building

PEACE LUTHERAN CHURCH OF PLYMOUTH
3695 COUNTY ROAD 101, PLYMOUTH, MN 55446
PHONE: (763) 478-9406
peace@peaceofplymouth.org

Name of Organization or Group: _____

Date(s) of Usage: _____

Time(s) of Meeting: _____ AM / PM to _____ AM / PM

Room(s) Desired: _____ Activity Room _____ Classroom(s)
 _____ Fireside Room _____ Kitchen
 _____ Fellowship Hall _____ Gathering Space
 _____ Sanctuary

Please list any special requests that may need prior approval (for example, moving furniture, etc.)

Building Use Fee: _____ (see page 2 for details)

Purpose of Meeting: _____

Number of Participants: _____

Will a fee be charged or donations solicited from participants? ☐ Yes ☐ No

Will refreshments be served? ☐ Yes ☐ No

Contact Person:

Name: _____ Phone: _____

Address: _____

Email: _____

I have received a copy of the Building Use Policy ☐ Yes ☐ No

IMPORTANT: Please provide a copy of your group's insurance policy to Peace Lutheran Church. *You may mail to: 3695 County Rd 101 N. Plymouth, MN 55446 (Attn: Laura Castle) or e-mail to peace@peaceofplymouth.org.*

I HAVE READ, AND I FULLY UNDERSTAND THE RULES AND REGULATIONS OF THE CHURCH FACILITIES, AND I AGREE TO COMPLY WITH THEM. I RELEASE, HOLD HARMLESS, AND AGREE TO INDEMNIFY PEACE LUTHERAN CHURCH OF PLYMOUTH, ITS OFFICERS, MEMBERS, EMPLOYEES AND AGENTS, FROM ANY AND ALL LIABILITY FOR LOSS, DAMAGE, INJURY OR ILLNESS INCURRED AS A RESULT OF THE USE OF THE CHURCH FACILITIES. I FURTHER AGREE TO PROMPTLY REIMBURSE PEACE LUTHERAN CHURCH OF PLYMOUTH FOR ANY PHYSICAL DAMAGE, BREAKAGE OR ADDITIONAL CLEANING REQUIRED AS A RESULT OF CHURCH SUCH USAGE. I AGREE TO LEAVE THE SPACE WE USE CLEANLY AND HOW I FOUND IT.

SIGNATURE

DATE OF APPLICATION

KEY ISSUED (DATE)

KEY RETURNED (DATE)

Approved by: _____ **Date** _____

NOTES:

Peace Lutheran Church Building Use Fees

| Space | Member Fee | Non-Member Fee | Damage Deposit |
|-----------------|------------|----------------|----------------|
| Fellowship Hall | \$50 | \$200 | \$100 |
| Gathering Space | \$25 | \$100 | |
| Kitchen | \$25 | \$100 | |
| Sanctuary | \$50 | \$100 | |
| Activity Room | \$25 | \$50 | 0 |
| Classrooms | \$10 | \$10 | 0 |
| Fireside Room | \$25 | \$50 | 0 |

***Damage deposit:** Check to be written to Peace Lutheran Church. We will void if there is no damage left to the building and key fob is returned.

*Custodial fees of \$100 may be charged for groups over 50 people.

*Long-term use contracts may be negotiated on an individual basis, taking into account the impact of use on the property and the purpose of use.

Building Use Policy
Peace Lutheran Church
3695 County Road 101 N. Plymouth, MN 55447
(763) 478-9406

A. General Policy:

1. People using Peace Lutheran Church are to recognize that the church facilities are dedicated to God and to treat them with dignity and respect.
2. The sanctuary will be used principally for Holy Worship and for the study of the Word of God.
3. First priority for use of the facilities will be given to ongoing, scheduled ministry programs and activities.
4. Second priority for use of the facilities will be given to Peace Lutheran Church sanctioned activities such as church sponsored events.
5. Other uses of the facility, such as community sponsored events, will be considered on a case by case basis and will require prior approval of the Communications Specialist. Community sponsored activities will be scheduled on a first come, first-served basis but may be asked to reschedule if future conflicts arise with worship services or church sponsored activities.
6. Smoking is prohibited in all facilities, and alcohol consumption is limited to wine given in Holy Communion.
7. The church building and grounds may be used between the hours of 7:00 am and 11:00 pm.
8. The Church Council will have final authority regarding the use of the church facilities. All deviations to this policy must be approved by the Church Council.
9. The day and time of use as approved on the application form must be adhered to. Once approved, all event dates/times will be placed on the master online calendar.
10. Peace Lutheran Church of Plymouth assumes no liability for loss, damage, injury or illness incurred by any users of the facility or grounds.

B. Specific Policy:

1. Furnishings and equipment may not be removed from church property. In addition, furniture and equipment may not be added, modified, relocated or moved within the church, without prior approval. Any item moved temporarily during an event, should be returned to its original condition and location at the conclusion of that event.

2. Signs, billboards, poster, etc., will be displayed only on bulletin boards or easels and will be only for activities directly related to the worship community. No materials will be taped or affixed to walls, doors, windows, or any other equipment or structure that may be damaged. People who post notices should remove them promptly when the event is over.
3. Placement of flowers or other decorative arrangements should be cleared with the Pastor, or through the wedding or funeral coordinator. They should be disposed at the completion of the event, or if permitted to remain, at the first signs of obsolescence or fading.
4. A Designated Person will be selected by the user group to be responsible for setup for the event, for the security and maintenance of the building during the event, and for proper cleanup and securing of the building at the close of the event. This individual will be responsible for getting and returning the church key fob (if needed).
5. Groups using the facilities must provide their own coffee and refreshments. Kitchen supplies should not be used. If kitchen equipment is to be used, the application form must be approved for kitchen use. No kitchen items, including dishes, are to be removed from church property.
6. Youth events must be chaperoned at a ratio of not less than 1 adult to 15 youths.
7. Cleanup includes vacuuming, wiping all kitchen and table surfaces, replacing clean dishes, washing and returning soiled linens, removing extra food, taking garbage to the outside bin, checking the bathrooms, returning each room to its original setup, shutting and locking all doors and windows, and turning off all lights. There will be a charge for extra custodial services by insufficient cleanup and damages and custodial services may be required in certain situations for large groups.
8. The custodian may be available by special request to assist with clean-up for \$150. Use of the church custodian must be pre-arranged.
9. Any violation of the Peace Lutheran Building Use policy will be cause to deny future use of the facility.

C. Application for Use of Building

1. Application forms are available from the office or on the website. The completed application form must be approved before the facilities are used. Space will be reserved at the time that the application is approved. Reservations for space will not be accepted over the phone.