



Request for Church Use

First Lutheran Church
424 S. 8th Street
Brainerd, MN 56401
218-829-9552
office@flcbrainerd.com

Requested Date(s) of Use: _____

Is this a recurring activity? ___Yes ___No If yes, frequency of recurrence: _____
***If recurring and you need to make changes to times or parts of the building or equipment you will need to use, you will need to fill out a separate form for each change.*

Arrival Time (include set up time) _____ Departure Time (include take down time) _____

Time of Event: _____

Group or Organization: _____ # of people attending: _____

Contact Person: _____ Phone (H) _____ (C) _____ (W) _____

Address: _____ City _____ State/Zip _____

Name and Address to return damage deposit: _____

Brief description of the group or organization function and purpose: _____

Proposed Use of First Lutheran Church Facility _____

Funerals, Baptisms or Wedding must contact the Church Pastor

Choose One: *Please note: Free-will donations for use of church/space is always appreciated. *A day is considered all or part of any one day.*

_____ ACTIVE Member of First Lutheran Church
As defined by (Section C8.02 of constitution): confirmed member during the current or preceding calendar year, shall have communed in this congregation and have made a contribution of record to this congregation.

- Exempt from building usage fee
- Damage Deposit – check for \$50.00 *Damage deposit is required regardless of membership status. Deposit will be cashed and deposit amount will be refunded after your event(s) unless there is damage.*

_____ Wedding — See Wedding Handbook

_____ Conference/workshop and for-profit activity

- \$200 per day*
- Damage Deposit – check for \$50 *Damage deposit is required regardless of membership status. Deposit will be cashed and deposit amount will be refunded after your event(s) unless there is damage.*

_____ Fraternal / Community Organization / Non Profit

- \$75 per day*, and
- Damage Deposit – check for \$50 *Damage deposit and fee is required regardless of membership status. Deposit will be cashed and deposit amount will be refunded after your event(s) unless there is damage.*

_____ Youth organization or non-profit focused on youth

- \$25 per day* (unless recurring, if recurring in the same calendar year \$100 per year)
- Damage Deposit – check for \$50 *Damage deposit and fee is required regardless of membership status. Deposit will be cashed and deposit amount will be refunded after your event(s) unless there is damage.*

DESCRIPTION OF AVAILABLE FACILITIES *please check off requested areas needed*

- SANCTUARY: Air conditioned with upper balcony and windows, seats 230-300 people.
- KOINONIA: An air conditioned room on ground level with windows to the south, seats 200 people using round tables. A kitchen opens to the Koinonia. Common uses for Koinonia include: wedding receptions, birthday/anniversary gatherings, dinners, large community meetings, conferences/workshops, family gatherings and funeral luncheons. If using the Koinonia we ask if possible that you plan your breaks and lunch with our preschool when they are in session. The Koinonia is where they typically have their snacks and lunches.
- KITCHEN: A large, commercial kitchen with accompanying appliances including dishwasher, stove and a refrigerator. Plenty of counter space making food preparation and serving easy. Serving windows and a dish window that open to the Koinonia or/and Fireside rooms.
- GATHERING AREA: A large area through which people access Koinonia inside the Norwood Street doors.
- FIRESIDE ROOM: A lounge area adjacent to Koinonia & Kitchen. Comfortable, in-formal seating for small groups or meetings (seats approx. 15), is air conditioned and includes a fireplace.
- MEZZANINE: This area is on the second floor overlooking Koinonia. It has a sitting area (library area) and can accommodate 6 tables for additional seating. It can also be set up for funeral visitations.
- LOUNGE AREA: located second floor in Mezzanine. Seats 15-20 maximum.
- CLASSROOMS: Single room seat 8-12, Double room seat 25-30 without tables. Rooms 102-107 are not available while the Learning Tree is in session.
 - Rooms 102-103 with room divider suitable for elementary age
 - Rooms 104-105, 106-107 have tables and chairs, suitable for elementary age
 - Rooms 201-202, tables and chairs
 - Rooms 301-302, 303-304, have room dividers, tables and chairs
- UPPER ROOM: It offers comfortable seating (20-25) for small - medium groups or meeting.
- YOUTH ROOM: On second floor. Offers couch & oversized chair seating with coffee table. Seats 15-20.
- NURSERY: Large play area with toddler toys and changing table, rocking chair. Across the hall from sanctuary.

MISCELLANEOUS needs

- | | | |
|---|---|---|
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Screen | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Overhead Stationary Projector*** | <input type="checkbox"/> LCD Portable Projector | <input type="checkbox"/> Dishwasher |
| <input type="checkbox"/> 10 cup coffee pot | <input type="checkbox"/> 30 cup coffee pot | <input type="checkbox"/> 100 cup coffee pot |
| <input type="checkbox"/> TV/VCR | <input type="checkbox"/> TV/DVD | <input type="checkbox"/> Dinner Ware |

****Due to the operation expenses a nonrefundable extra charge of \$25 must be paid with the deposit and event fee for the use of the overhead stationary projector.*

SET-UP or OTHER NEEDS:

Draw Diagram if needed for requested floor set up (attach addition sheet if necessary):

Building Expectations and facilities agreement.

CHURCH USE FORM: Must be completed and signed prior to reserving room(s).

DAMAGE DEPOSIT: Is due at the time of application- Church Use Form completed and is submitted. Damage deposit will be forfeited in the event of: Lost keys (including a rekeying fee that will be billed to the responsible party following the event), leaving lights on after event, leaving on sound system and/or projector after event, no show or canceling event without 7 day notice, and any other damage due to activity/event.

EVENT FEE: Is due at the time of application – Church Use Form completed, submitted and all fees paid. Event Fee will be non-refundable if event is cancelled by applicant without at least 7 days notice prior to the event. FLC reserves the right to cancel an event due to a church event, i.e. funeral and fees would be refunded to applicant.

FIRST LUTHERAN CHURCH: Reserves the right to cancel any event in case of a funeral, all fees and damage deposit will be fully refunded to responsible party(ies).

DAMAGED/BROKEN EQUIPMENT: Responsible party will be billed the replacement cost.

EXPECTATIONS: All use of the church facilities must be in keeping with our church standards. This pertains to all services, events, and groups of all kinds, music, words spoken and actions. We consider these areas befitting of a place of worship and expect them to be treated as such by all users. It is expected that persons requesting use will recognize these church facilities as a place of worship, and will conduct themselves in a manner befitting the atmosphere of a place of worship

NO ALCOHOLIC BEVERAGES - NO SMOKING of Tobacco Products/E-Cigarettes: Inside the building or within 25 feet of the outside entrances. This is to comply with the Minnesota Clean Air Act. Please use the outdoor ash receptacles.

KITCHEN USE: Please supply your own coffee and other beverages (*NO ALCOHOLIC BEVERAGES OR BEVERAGES THAT CONTAIN RED/PURPLE COLORING*). All kitchen equipment used must be cleaned and returned to its proper storage area. Any items you bring in must be taken back out with you.

CHURCH Equipment: No church equipment may be removed from the church for personal or community use. ***Examples are tables, chairs, electric roaster or any other kitchen equipment, band equipment, etc.*

DECORATIONS: Must be in good taste, not damage floors, walls or furniture. No tacks/adhesive material, except approved 3M wall hangers, may be used on painted surfaces. No open flames are allowed anywhere in building. No beverages that contain RED/PURPLE coloring will be served (to prevent unmanageable stains). Carpets must be protected from any damage. All decorations must be removed from the church facility immediately after the event.

SATURDAY EVENTS: MUST CONCLUDE no later than 10 pm and responsible parties MUST clean and have facility/church ready for Sunday services.

JANITORIAL SERVICES: Any extra-ordinary janitorial services required after premises are vacated will be charged at \$30/hour and will be billed to the responsible party following the event.

LIABILITY: The responsibility and liability for any/all injuries to persons or property damage caused by the organization or individual while using the facility must be assumed by the organization or individual using the facility.

SPECIAL REQUESTS: Or changes to the above rules must be approved by the pastor.

AFTER THE EVENT the BUILDING CHECKLIST MUST be signed and returned to FLC office with key (if key was needed) or damage deposit will not be refunded.

READ AND SIGN

To the fullest extent permitted by Minnesota law, the undersigned individual/responsible party or organization shall defend, indemnify and hold harmless First Lutheran Church and its employees and agents from all claims, demands, suits, damages, losses and expenses (including attorney's fees and court costs) relating to or arising from their use of the property of First Lutheran Church, whether caused in whole or in part by any act or omission of the undersigned individual/responsible party or organization and regardless of whether or not it is caused in part by a party indemnified hereunder.

We/I agree to treat First Lutheran Church building with respect and care. We/I agree to clean up and leave the building as we found it after our event. We/ agree not to use any open-flames or red/purple drinks or dye. We/I acknowledge this as a place of worship and will conduct ourselves accordingly with respect and civility.

Signature of Responsible Party

Date

NURSERY LIABILITY RELEASE

We/I hereby release First Lutheran Church from any liability for use of the nursery during our function at the church. If we/I choose to have someone staff the nursery during our event, we/I release First Lutheran Church from any liability of a child is injured during the use of the nursery. We/I also agree to pay damages to First Lutheran Church in the event of causing any damage to the nursery during our use of such.

Signature of Responsible Party

Date

Signature of Office Manager or Delegated Staff in charge

Date

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BUILDING CHECKLIST

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THE KITCHEN

- Double check the check-list posted in the kitchen.
- Clean and return kitchen utensils and dishes to the proper storage area.
- Remove food items from refrigerator at the close of the event.
- When using the big coffee maker (follow instructions) if using smaller coffee pots, clean and unplug it.
- Leave kitchen counters, sinks and dishwasher free of clutter and clean.
- Clean Dishwasher according to posted instructions and turn off.
- Dispose of garbage in the dumpster on the north side of the church.
Garbage bags can be found in the kitchen closet.
- Sweep and mop the kitchen floor. Floor care products are in the same closet as the garbage bags.
- RED or PURPLE colored beverages may be NOT served in the building
- Leave dish towels/cloths in a neat pile on the kitchen counter and a Church Kitchen team member will launder.

If other events are taking place at First Lutheran Church at the time of your event, all attempts will be made to insure the success of your event. Similarly, it is expected that your group will honor the presence of others who may be using other areas of the facility. If using the Koinonia we ask if possible that you plan your breaks and lunch with our preschool when they are in session. The Koinonia is where they typically have their snacks and lunches.

UPON LEAVING/CLOSING UP THE BUILDING

- Make sure the Sound System is turned OFF.
- Remove any decorations brought in by your group.
- Make sure restroom faucets are turned off.
- Leave rooms in the same condition and configuration as found.
- Close interior doors to the sanctuary and Koinonia.
- Close and lock windows.
- Verify there is no one left in the building.
- Turn off all lights. Some lights stay on as security lights.
- Make sure exterior doors are locked as you leave.
- Make sure Handicap (automatic) doors are locked and do not open.
- Return key to the office manager.

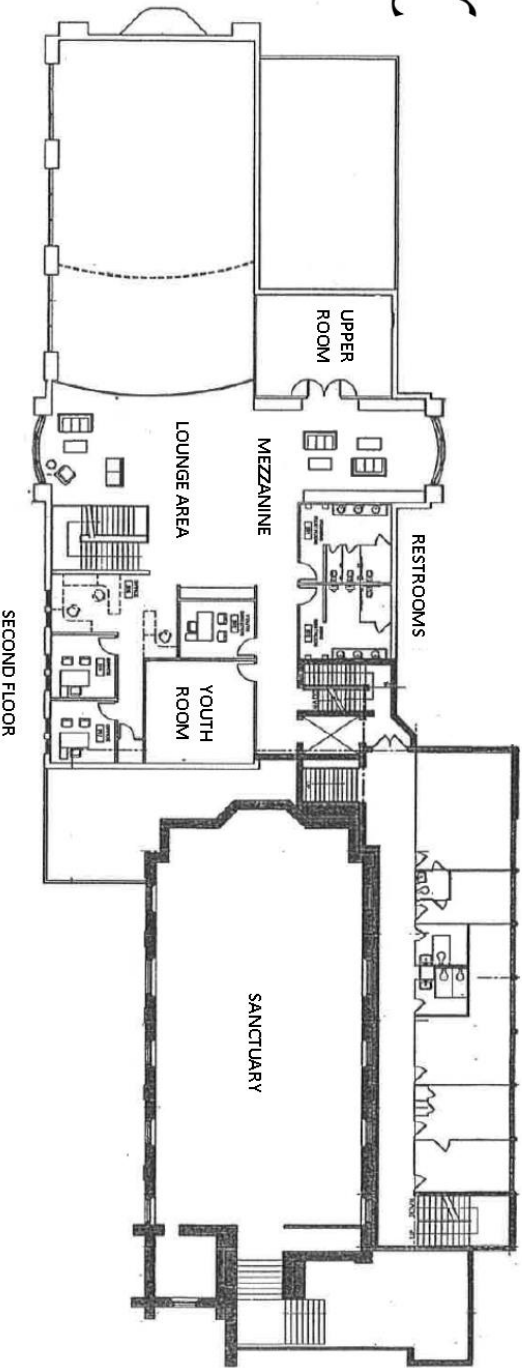
We/I agree to treat First Lutheran Church building with respect and care.

We/I agree to clean up and leave the building as we found it prior to our event.

We/I agree to comply with the "BUILDING CHECKLIST MUST" as noted above and accept that responsibility.

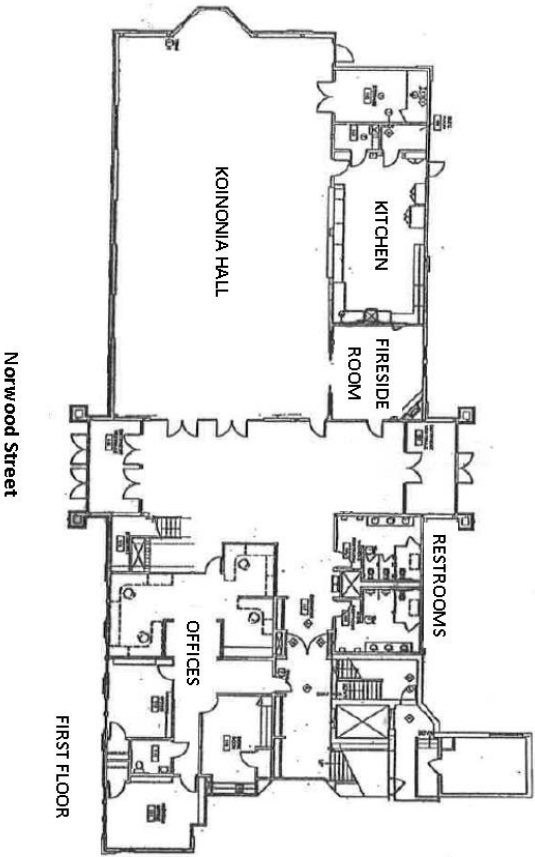
Signature of Responsible Party

Date



ROOMS 201-202
One floor up - ROOMS 301-304

South 8th Street



Norwood Street



First Lutheran Church

424 S. 8th St. Brainerd, MN 56401

(218) 829-9552

LEARNING THE FAITH / BEING COMMUNITY / LIVING AS SERVANTS