

101 Crossroad School Road

Newville, Pa 17241

Building Usage/Rental Form

Non Members: Members:

FLC/KITCHEN $ 100.00 BY Donation (**Suggested Donation**)

FLC $ 75.00 $ 50.00 (+ $50.00 cleaning fee)

Education Wing Youth Room $ 25.00 (for meetings only)

All fees are for 3 hour periods. $25.00 for each hour beyond.

All fees and donations should accompany registration forms

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual /Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # in Group \_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Group Leader(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time: In \_\_\_\_\_\_\_Out\_\_\_\_\_\_\_\_\_

Room(s) requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use of food in FLC Only

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Do not write below this line)

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Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Responsible for access to building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone\_\_\_\_\_\_\_\_\_

Building Use Agreements must be renewed annually, by meeting with the chairperson

of the property committee or his appointee, receiving approval for building use, and

completing a new dated form.

\*FLC- Family Life Center

Big Spring United Lutheran Church Building Usage/Rental Policy Info

You will use ONLY the room(s) assigned to you by the property committee. NO ONE is permitted in the Chancel area (behind ropes). Restrooms are available. A $50.00 **additional** deposit is required by all renters, and will be returned if the fellowship committee does not have to clean. If additional space is necessary for a special occasion or circumstance, permission for such use must be obtained from the property committee. (Names posted on office door.) (Ex: If you book the Family Life Center and then decide you would like to use the kitchen, it must be requested.)

1. Use of kitchen means the stove, refrigerator, counter and sinks for cleanup. Use of kitchen includes only non-consumable items. (Unless otherwise discussed with the Fellowship Committee)

2. Exterior doors are never to be propped open!

3. Renters/Leaders are responsible for keeping members of their group within their assigned area.

4. No food or beverages permitted unless specified on the registration form and approve by the property committee. All functions that include food must be held in the Family Life Center. Groups and organizations may not store food in any area of the building for future use without consent.

5. Before leaving check:

A. Room furniture is arranged as originally found B. Floors/tables are washed with cleaner, swept, and trash must be bagged and placed in garbage containers located outside or in the back vestibule. C. Make sure toilets are flushed.

6. Use of equipment such as AV equipment will be granted ONLY through prior request to the property committee, via its chairperson.

7. Any damage incurred to this facility, by accident or otherwise, must be reported to the person who locks the building for the evening. All damages that occur during this time will be the financial responsibility of the individual who signed the building usage contract.

8. When changing leadership/representative, a new contract must be completed. Failure to do so does not absolve the person who originally signed the contract of responsibility, financial or otherwise.

 9. Alcoholic beverages and tobacco products are not permitted in or near the building. (Wine or Champagne can be used for special occasions.) Cigarette butts are not to be discarded on church property.

10. Failure to comply with any of the above policies may result in denial of future use of this facility.

11. Exceptions may be granted on a case by case for nonprofit groups whose purpose in using the facility is considered to be part of the BSULC mission.

General Information : The family Life Center seats approximately 125 at tables or 175 using only chairs. Revised 10/2014