

FACILITY USE REQUEST - GRACE LUTHERAN

Grace Lutheran Church – 108 W. Somo Ave. – Tomahawk WI – (715) 453-4066

Praising God + Serving Others +Building Friendships

This written request must be filled out in full, and turned into the church office for approval. The facility will not be put on the schedule until this form is returned to the office.

1. _____ Date: _____
(Group or Individual requesting use) • The person listed above will be considered the responsible party for your activity and will be contacted with questions should the need arise. • Grace Lutheran’s church office must be notified immediately of any change of contact person. **If the event requires kitchen facilities (wedding or funeral dinner), we need the contact person to be outside the immediate family.**
2. Phone/Cell # (Contact Person): _____
3. Email (Contact Person): _____
4. Caterer or person in charge of food _____ Phone: _____
5. Purpose for which facilities are requested: _____
6. Date(s) Requested _____ If recurring – Start date _____ End date _____
7. Time of day: Begin _____ End _____
8. Member or regular attender who will be present _____
9. I have access to the building (Key) _____ I will need access to the building. _____
10. Facilities needed (please check all rooms you plan to use):

<input type="checkbox"/> Kitchen	<input type="checkbox"/> Youth Room	<input type="checkbox"/> Reiff Hall
<input type="checkbox"/> Youth Room	<input type="checkbox"/> Outside Fire Pit	<input type="checkbox"/> Sanctuary
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Garden	<input type="checkbox"/> Classroom(s)
<input type="checkbox"/> Front of Youth Room	<input type="checkbox"/> Narthex/Gathering Area	<input type="checkbox"/> Other/GRACE HOUSE

Fee Schedule for Kitchen Use:

* There is a flat rate fee of \$50 for **ALL** individuals and or groups utilizing the kitchen. This includes catered events. An explanation and conditions of use can be found on the following page. Additional fees are as follows for those requiring extra help from the Kitchen Coordinators. Please select (all) services you are requesting.

<input type="checkbox"/> Tablecloths/Linen Use and Cleaning (\$15)	<input type="checkbox"/> Set-up/Clean-up (\$ 15 per hour/ per person if needed)
<input type="checkbox"/> Apron and Dish Towel Laundering (\$5)	<input type="checkbox"/> Plastic Tablecloth (\$1 each)

_____ Consumables: (there is no charge for consumable for church members. However, we require that each individual and or group list all consumable items used, in the provided notebook located above the center island on the right hand side.

* Plastic Tablecloths must be thrown away after each use!

* Please submit payment to “Grace Lutheran” with kitchen use in the memo.

Continued on other side

FOR OFFICE USE

CC: _____ Kitchen Coord. (Heather, Julie, or Corky) _____ Barb Z

Posted to Calendar _____

Conditions for Facility Use:

Making the facilities of Grace Lutheran Church available to the community is viewed as part of the mission of the church. Therefore, the user is under no obligation of payment for use, unless the Kitchen is used.

Donations by those using the facility to help defray necessary costs will be appreciated.

- If you should reserve any portion of the church (example: Fellowship Hall or Sanctuary) for an event, please know that if that space is needed for a Funeral and/or Funeral Luncheon, the Funeral and/or Luncheon shall take precedence. You will be able to use Reiff Hall if this should happen.
- The user of the facility has full responsibility for activity setup and restoration of the facility after completion of the activity. This includes clean up, repair, or replacement, where the need for such is clearly created by the user. **Garbage must be emptied.**
- All furniture and table arrangements in all areas of the church shall be restored to the original configuration after the event/function has ended.
- It will be the user's responsibility to make sure the building is secure before exiting. The Somo Ave door locks electronically on a set schedule, the Washington Ave door does not. It needs to be locked with a key which is located to the far right (on a hook) of the double set of doors. It needs to be locked from the outside.
- All doors (6 of them) shall be checked to make sure they are locked (even if you did not use them) after the function/event has ended. You will be responsible to make sure the building is secure when you leave.
- You may be required to show proof of insurance listing proof of liability for Grace Lutheran Church.

If you incur fees for Kitchen use, please make out your check to: Grace Lutheran Church

Signature of Responsible Party: _____ Date: _____

Signature of Church Representative: _____ Date: _____

*Council Approved 8/13/2015
Council Approved 7/14/2022*

*******FOR OFFICE USE ONLY*******

Individual or Group Name: _____ **Date of Use:** _____

Hourly charges for Kitchen workers:

<u>Name(s)</u>	<u>Total Hours</u> (no less than 15 minute increments)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Hours	_____

Please check those items below that apply:

- _____ Tablecloths/Linen Use and cleaning (\$15) _____ Set-up/Clean-up (\$ 15 per
hour/ per person if needed
_____ Apron and Dish Towel Laundering (\$5) _____ Plastic Tablecloth (\$1 each)

_____ Consumables: (there is no charge for consumable for church members. However, we require that each individual and or group list all consumable items used, in the provided notebook located above the center island on the right hand side.

Total Hourly Charges: _____

Total Charges for Laundering and Incidentals: _____

Total Amount Owed: _____

Please submit payment to "Grace Lutheran" with kitchen use in the memo.