

not permitted. Alcohol is only allowed with a Banquet Permit, which can be obtained at a local Washington State liquor store. A copy of your facility rental form will be required to obtain a Banquet Permit. A copy of your Banquet Permit must be submitted to the office manager of Prince of Peace at least 15 days prior to the event. Failure to obtain a Banquet Permit will result in alcohol not being allowed to be served to your guests. Only approved caterers or bartenders with liquor liability insurance coverage can serve alcohol. Alcoholic beverages are not allowed after 10 p.m. Serving alcohol without the appropriate Banquet Permit, serving hard liquor or consuming alcohol in the parking lot, in rooms other than the Fellowship Hall and/or under the age of 21 is cause for the use of the hall to be terminated. Please inform your guests of our policies.

Smoking

Smoking is not allowed inside any part of the Prince of Peace facility. Ashtrays are provided in designated areas outside of the building. Failure to comply may be cause for the use of facilities to be terminated. Please inform your guests of our policy.

Use of Illegal Drugs

The use of illegal drugs anywhere in the church building or lot will be cause for the termination of the agreement and Lakewood Police will be notified. Please inform your guests of our policy

Decorations

When decorating you may use blue masking tape, blue fun tack or similar products only. You may not use scotch or duct tape, nails, tacks, or staples at any time. Lighted candles may be used; however, they must be enclosed in a glass container or vase. Open flames cannot exceed the height of the container. Please refrain from using rice, birdseed, or confetti during your event. The use of rice, birdseed or confetti will result in a portion of the damage deposit being withheld for cleanup.

Clean-Up

The user is to clean up the area used and all trash/garbage is to be removed from Prince of Peace Lutheran Church property. However, for a small donation trash/garbage disposal will be provided. All decorations and other materials must be removed from the premises.

Set-Up

The Fellowship Hall Coordinator will provide set-up and removal of chairs, tables, and other fixtures. The user must meet with the Fellowship Hall Coordinator seven days or more before the event to select the placement of the various items. An exterior message sign that is located near the entrance is available for use. Also sandwich boards for signs are available for directing guests to entrances, parking etc.

Basic Coffee Service

Coffee service includes cups (plastic or Styrofoam) sweeteners, powdered cream, plastic stir sticks and napkins, a forty-five cup pot of regular coffee. The donation requested for this basic service is \$25.

Extended Coffee Service

This service includes a ninety cup pot of regular coffee plus a forty-five cup pot of decaf coffee and an assortment of tea plus hot water. The donation requested for the extended service is \$60.

Audio Capabilities

A full featured PA system with cordless and corded microphones as well as CD player and AM/FM tuner is available for background music during the user's event.

Dedicated power outlets are available, specifically for use by a user's own DJ/audio/video services provider to power their own sound system.

Reservations

To make a reservation please contact the office manager to make an appointment with the facility coordinator to view the facilities, determine your needs, establish date of use, etc.

The Use Agreement may be filled out at that time, if desired, or mailed at a later date. Once the Use agreement is received it will be reviewed by the facilities committee for their approval. If approval is granted, a Letter of Confirmation will be issued to you. You will have thirty (30) days from the date the Letter of Confirmation is issued to provide the donation agreed upon plus the damage deposit.

Thirty days prior to your event you will be contacted to review your use agreement and make any changes or adjustment desired.

You may cancel your reservation by submitting a written request to do so. If a request is made sixty (60) days or more prior to the event a full refund will be made to you. After that time a \$200 donation will be requested to defray administrative cost.

Prince of Peace Lutheran Church

10333 Bridgeport Way SW
Lakewood WA 98499
253-584-2565



www:POPLakewood.org
e-mail: office@POPLakewood.org
office hours: Tue.– Fri., 9:30 a.m. – 4 p.m.
Event Coordinator: Tom Wright

Guidelines for use of our facilities

Mission of Prince of Peace Lutheran Church

The mission statement of Prince of Peace Lutheran Church is “A fellowship of Lutheran Christians whose mission is to extend the kingdom of God for His glory.” It is the belief of our membership that fellowship is an expression of our faith, hope and joy in Christ. For this reason we make our Fellowship Hall available for use by community groups or individuals for events.

Description of Available Facilities

Fellowship Hall

2450 square feet. The area provides seating for dining of up to 120 people. Maximum occupancy is 197 individuals. Area is ideal for receptions, meetings, workshops etc.

Narthex

This common area at the entry to the church has approximately 300 square feet of space that could be used for small dinners, (25-30 individuals), meetings, etc. The narthex space is included when a group is using the Fellowship Hall or the Sanctuary.

Fireside Room

288 square feet. May be used for small group meetings (15 to 20 individuals). This room is included for use as a dressing room for weddings.

Sanctuary

The Sanctuary has seating for approximately 150 people. The Sanctuary may be used only for Christian weddings and worship services. Rearrangement of the chairs/altar within the Sanctuary requires a \$250 additional donation. The use of the Sanctuary includes the use of the Narthex, Fireside Room, and a classroom as an additional dressing room if needed.

Location

Prince of Peace Lutheran Church is located centrally in Lakewood, Washington at 10333 Bridgeport Way SW. The major cross street of 100th Avenue is three blocks to the north. From I-5 Freeway take exit 125 and go north 1 mile. The church will be on the right. The Lakewood water tower is located across the street from the church.



Compensation for Use of facilities

In accordance with the mission statement of Prince of Peace Lutheran Church, “fellowship” is an expression of our faith, hope, and joy in Christ. We are grateful and proud to make our Fellowship Hall and/or Sanctuary available for use by community groups or individuals. This would include weddings, receptions, worship services, dinners, meetings, educational classes, music programs etc. The suggested donation for the use of our facilities is listed below. Donations will be used to defray a variety of expenses related to the operation of the church.

Facility	Hourly Donation	Damage Deposit	Clean-Up Fee
Fellowship Hall	\$75	\$250	\$100
Narthex	25	100	25
Fireside Room	25	100	25
Sanctuary	100	250	100

Facility Use Start/End Times

No access will be allowed to the facilities prior to the start time listed on the Request for Use of Facilities Form. All cleanup must be completed and all persons must exit the facility by the end time listed on the Request for Use of Facilities Form. Start and end times of use must allow adequate time to set up and clean up the event.

Hours of Use

The church facilities are provided on an hourly basis. The time agreed upon includes the time needed for the set-up and tear-down of your event. Events must conclude by 12 midnight and all clean up must be completed by that time.

Parking

Prince of Peace Church has 63 regular parking spaces and four handicap spaces. Off street parking is limited. Parking is not allowed on Bridgeport Way and there are very few side streets.

Insurance

Persons using the church facilities for an event will need to provide proof of insurance for their event. In some situations you may provide a Certificate of Insurance from an insurance company with whom you are associated. This certificate would name the church as an “additional insured” for your event. Another option is to purchase “event insurance” from a local insurance agency. If a caterer is being used to provide food or alcoholic beverages they must provide proof of insurance coverage. Please confer with the Event Coordinator for assistance if you desire.

Food and Alcohol

Authorized users of the Prince of Peace Fellowship Hall may be permitted to serve food and/or alcoholic beverages in conjunction with their events. However, Prince of Peace does not provide food or beverage service. The event coordinator is available to assist users by providing advice and recommending approved caterers. Ovens, refrigeration, dishwasher, and other kitchen facilities are available for use by the caterer. Prince of Peace staff may not make purchases, contact caterers or make arrangements for serving food and/or beverages. Only beer, wine and champagne are allowed to be served and must be consumed in the Fellowship Hall. Hard liquor is