

Prince of Peace Lutheran Church
Non-member Event Facility Use Application

(All applications subject to approval by the executive committee.)

	Damage Deposit *	Cleaning/ Utility Fee**	Total
Fellowship Hall	\$500	\$100	_____
Narthex	\$250	\$50	_____
Fireside Room	\$150	\$50	_____
Sanctuary	\$500	\$100	_____
Nursery Room	\$100	\$50	_____
Total of projected cleaning/utility fee and damage deposit			\$ _____

Name of group or individual _____

Single event Recurring use Co-use

Description of event _____

Dates & Times Requested _____

Number of people attending the event. _____ Is childcare planned during event? _____

Food will be provided by _____ Name and Phone Num. of provider _____

Will Beer/Wine (only) be served? _____ If yes, Banquet/Liquor Permit No. _____

***Insurance for event(s) will be provided by: _____
 (Insurance Company Name)

Policy# _____ Claims Phone Number _____

Prince of Peace named as beneficiary Yes No

The applicant and individual executing this application hereby waive any and all claims, demands and causes of action that they may have against Prince of Peace Lutheran Church as a result of the use of church property pursuant to this application. The applicant and individuals executing this application shall indemnify and hold harmless Prince of Peace and its officers, agents and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guests, employees and agents pursuant to this application.

Further, we have read and agree to comply with the "Prince of Peace Lutheran Church Facility Use Policy".

Name of Applicant: _____

Signature: _____

Address: _____ Phone # _____

FOR OFFICIAL USE ONLY

Approved _____ Denied _____ Date of approval/denial _____

Expiration date for Recurring use _____

Areas approved for use: _____

Time of Event: _____

Cleared and added to calendar _____

Trustee assigned to open/close the building _____

Fees, deposits and donations paid _____

Approvers Signature _____

Printed Name _____

Office:

- President
- Vice President
- Recording Secretary
- Financial Secretary
- Treasurer

Note: *Original application to be maintained by POP. Copy given to applicant after approval.*

*Deposit and cleaning fee must be received before date is finalized but no later than 3 days prior to event. Deposit will be returned within 10 days after the event. Until paid, all dates are tentative and can be superseded. Deductions from the damage deposit will occur to cover any neglected task listed in the Facility Use Policy document at the prevailing hourly pay rate and refuse collection rate.

**Cleaning fee does not cover returning all furniture to original placement, removal of trash or wiping down food prep or eating surfaces. Trash must be removed from site and not placed in church garbage bins.

*** Required for all events, see Prince of Peace Lutheran Church Facility Use Policy under Non-church group usage section