

Lord of the Lakes Lutheran Church

6090 Harbour South, Winneconne, WI 54986 (920) 582-2622, office@lordofthelakes.net

Application for Building Use

CONTACT INFORMATION	
Name of group: _____ (Person or organization requesting use of building)	Date(s) of Use: _____
Contact Person: _____	
Email address: _____	Street Address: _____
City, State, Zip _____	
Phones: (Home) _____	(Work) _____
(Cell) _____	
BUILDING USAGE	
What area/s of building needed: _____	
Anticipated adult attendance: _____	
Anticipated non-adult attendance: _____	
Number of adult chaperones (if needed): _____	
HOURS OF USE	
Hours you plan to use the building: From _____ to _____	

Please see the reverse side for the User Responsibilities and fee schedule.

FOR OFFICE USE ONLY
Approved by: _____ Date: _____
Swipe Card # issued: _____ Date: _____
* Slip the Swipe Card under the office door at the completion of your event.
Card returned*: Y N Date: _____
Notes/charges:

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USERS RESPONSIBILITIES

- **No alcoholic beverages or tobacco products** are allowed inside the church building or on church property.
- **Those using the church are liable for any damages** to the church building, furnishings and equipment incurred while they are using it. Caterers must have liability insurance to cover any damages to the building, furnishings and equipment.
- It is every user's responsibility to **leave the area of the building used by them or their group as clean and as neat as they found it**. Chairs, tables and equipment must be returned to their original places. Bathroom to have debris picked up, garbage removed if full. Floors should be cleaned; trash taken to the dumpster; table tops and chairs should be washed off, etc.
- **No food or beverages are allowed outside of the kitchen and gathering area.**
- For use of the kitchen, please refer to the posted "Kitchen Guidelines".
- **No taping, stapling, thumb tacks, nails or any kind of adhesives** may be used on any plaster walls or any ceilings. No thumb tacks or nails may be used on any wood doors.
- **No confetti, flower petals or rice** is to be thrown inside or outside of the church.
- Lord of the Lakes makes every attempt to keep it's buildings and grounds safe and meeting standard requirements. Building User shall hold Lord of the Lakes harmless relative to the injury of any event participant related to a building and grounds set-up.
- For Wedding Use, please contact the church office or the Pastor.

I certify that I have read the "Users Responsibilities" and that members of the group I represent will abide by them.

Name: _____ Title: _____
(please print)

Signature: _____ Date: _____

The Council reserves the right to determine appropriateness of the function for our building

Member Use	Fee Schedule:
	Donation please, payable at the time of scheduling
Non-profit & Non-member	[for weddings, see the Wedding Reservation Form]
	\$50 building use fee
For-profit entities	
\$1000 and up (profit)	10% of stated profit
\$500 - \$999	15% of stated profit
Under \$500	20% of stated profit
	Minimum use charge is \$50 per use