



Lord of the Lakes Lutheran Church

6090 Harbour South Winneconne, WI 54986 (920) 582-2622

Application for Building Use

CONTACT INFORMATION	
Name: _____ <small>(Person or organization requesting use of building)</small>	Date of Use: _____
Contact Person: _____	
Email Address: _____	
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 page 2 for the User Responsibilities and fee schedule.

FOR OFFICE USE ONLY		
Approved by: _____	Date: _____	
Key# issued: _____	Date: _____	Date Returned: _____
<small>(Keys must be returned to the office by the next business day after your event)</small>		
Fee Paid: Y/N	Amount Paid: _____	
Notes:		

User Responsibilities

1. **No alcoholic beverages or tobacco products** are allowed inside the church building, or on church property.
2. **Those using the church are liable for any damages** to the church building, furnishings and equipment incurred while they are using the facility. Caterers must have liability insurance to cover any damages to the building, furnishings, and equipment.
3. **It is every user’s responsibility to leave the area of the building used by them or the group as clean and as neat as they found it. This includes:** Chairs, tables, and equipment must be returned to their original places. Bathroom to have debris picked up and garbage removed if full. Floors should be swept and cleaned or any debris. Trash needs to be taken to the dumpster and new trash bags put in the garbage cans. Table tops, counter tops and chairs should be wiped off.
4. **No food or beverages are allowed outside of the kitchen and gathering area.**
5. For use of the kitchen, please refer to the posted “kitchen guidelines”.
6. **No tape, staples, thumb tacks, nails, or any other 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.
7. **No confetti, flower petals or rice** is to be thrown inside or outside of the church.
8. Lord of the Lakes makes every attempt to keep its buildings and grounds safe and meeting standard safety requirements. Building user shall hold Lord of the Lakes harmless relative to the injury of any even participant related to a building and grounds set up.
9. For Wedding Use, please contact the church office or the Pastor.

I certify that I have read the “User Responsibilities” and that members of the group I represent will abide by them. I understand that failure to comply with the “User Responsibilities” could result in being denied future building requests.

Name: _____ Title: _____

(please print)

Signature: _____ Date: _____

The Lord of the Lakes council reserves the right to determine the appropriateness of the function for use of the building.

Group	Fee Schedule:	
Member of Church	Donation Appreciated, payable at the time of scheduling	
Non-profit & Non-member (for weddings refer to Wedding Reservation form)	\$50 building use fee, payable at the time of scheduling	
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