

**CHRIST EVANGELICAL LUTHERAN CHURCH**

32747 Lake Road, Avon Lake, OH 44012, (440-933-6263) Fax: 440-933-4547 Email: clec@centurytel.net

**APPLICATION FOR GENERAL USE OF CHURCH FACILITIES**

(Attach request letter and/or brochure from organization)

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Group affiliation with a national/local organization or national/local church: \_\_\_\_\_

Is the group a non-profit : \_\_\_\_ Yes \_\_\_\_ No

Purpose of the event or activity for which the building is requested: (Fund raiser, social gathering, dinner, awards, etc)

Specify the area or rooms to be use:

Social Hall       Lounge       Gathering Area       Sunday School Room #\_\_\_\_

Kitchen (Light)       Kitchen (Full)

Date Usage is Requested: \_\_\_\_\_ Multiple Dates:      From: \_\_\_\_\_ To: \_\_\_\_\_

Day(s) Requested      Su Mo Tu We Th Fr Sa      Number of People Expected \_\_\_\_\_

Hours Requested:      From: \_\_\_\_\_ To: \_\_\_\_\_

GENERAL CONDITIONS

1. Smoking is not permitted inside the church building.
2. No alcoholic beverages are permitted inside the Church or on the Church grounds
3. Table cloths, plastic or cloth must be supplied by the using group
4. The Bunn coffee maker is part of the Special Set Up described below
5. Groups other than church groups and members need to provide dishware

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**USAGE AND SPECIAL SET UP FEES**

<b>Room or Area</b>	<b>Church Group</b>	<b>Church Member</b>	<b>Non-Member</b>	<b>Non-Profit Group</b>	<b>For Profit Group</b>
<b>Social Hall</b>		<b>75</b>	<b>200</b>	<b>100</b>	<b>150</b>
Special Set Up Fee (if needed)	NC	(50)	(50)	(50)	(50)
Use of Social Hall		25	150	50	100
<b>Kitchen</b>		<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
Light (Coffee/Warming Only)	NC	NC	NC	NC	NC
Full		50	50	50	50
<b>Gathering Area</b>		<b>35</b>	<b>65</b>		<b>65</b>
Special Set Up Fee (if needed)	NC	25	25	NC	25
Use of Gathering Area		10	40		40
<b>Lounge</b>		<b>35</b>	<b>65</b>		<b>65</b>
Special Set Up Fee (if needed)	NC	25	25	NC	25
Use of Lounge		10	40		40
<b>Sunday School Room</b>		<b>35</b>	<b>65</b>	<b>50</b>	<b>65</b>
Use of Sunday School Room	NC	10	25	25	25
Special set Up Fee (if needed)		25	40	25	40
Sanctuary					
Weddings	NC	NC	N/A	N/A	N/A
Funerals					
Parking Lot/Grounds					

**SPECIAL CONDITIONS**

1. The Social Hall, Gathering Area and Lounge may require a special setup by the Church Custodian and when the event is complete, the room may need to be restored by the following day.
2. Unusual or excessive damage to tables, chairs and equipment or building surfaces may be billed to the using group at the discretion of the Church Council.
3. Any Non-Profit Group or organization may be granted a waiver of fees at the discretion of the Church Council.
- 4.

Date: \_\_\_\_\_

Signature of Using Group Representative \_\_\_\_\_

**CHURCH OFFICE**

Date Received: _____	By: _____	Council Review Date: _____
Room/Area Approved: _____		
Date Group Notified: _____	Added to Church Calendar: _____	
Cost: _____		
Total Due: _____	Date Paid: _____	