

## FACILITY REQUEST FORM

Mt. Horeb Evangelical Lutheran Church  
315 Main Street Mt. Horeb, WI 53572 (608) 437-5012

**PLEASE CALL THE CHURCH OFFICE (437-5012) TO MAKE ARRANGEMENTS TO GET IN THE BUILDING.**

**Please Print**

Date(s) Requested: \_\_\_\_\_

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

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

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

Telephone number: \_\_\_\_\_

Area or Room(s) Requested \_\_\_\_\_

Is a custodian needed for set/clean up?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If set up is needed, what time? \_\_\_\_\_

If special room set-up is required please indicate arrangements on back of form.

Beginning & Ending times of event \_\_\_\_\_

Number of people expected \_\_\_\_\_

Type of activity \_\_\_\_\_

PLEASE CHECK ANY CHURCH EQUIPMENT YOUR GROUP WISHES TO USE:

\_\_\_\_\_ microphone                      \_\_\_\_\_ overhead                      \_\_\_\_\_ VCR/TV

\_\_\_\_\_ piano                                      \_\_\_\_\_ # tables                                      \_\_\_\_\_ # chairs

\_\_\_\_\_ stove/ovens                      \_\_\_\_\_ dishwasher                      \_\_\_\_\_ other

***ELC is a non-profit organization: Suggested donations are accepted to defer costs.***

(ELC members are exempt.)

Nonmembers:

Use of Sanctuary: \$500.00

Use of Chapel: \$250.00

Use of Fellowship Hall if using kitchen: \$150.00 \_\_\_\_

Use of Fellowship Hall no kitchen use: \$75.00 \_\_\_\_  
(Checks should be made out to Mt. Horeb ELC)

I have read and agree to all the terms and conditions listed on the following sheets:

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Signature of Chair Person of the Event

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Date

Approved by ELC

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Date

**Mt. Horeb Evangelical Lutheran Church**  
315 Main Street Mt. Horeb, WI 53572  
(608) 437-5012

**Building & Property Usage**

Evangelical Lutheran Church recognizes that there is a need to make maximum use of our facilities for those who serve our community. At the same time, we recognize our responsibility for the safekeeping of the facility, the contents, and the property in general. Your adherence to these rules and guidelines will allow ELC to continue to open its doors to community groups.

Evangelical Lutheran Church facilities are made available to community groups based on availability. Church functions take priority for facility space including last minute needs, such as funeral luncheons, etc. We cannot guarantee exact room location because of this possibility. In the event of a change, we will make every effort to find a suitable substitute meeting space.

Members of the congregation may also use the facility for family functions such as reunions, baby showers, family celebrations, etc.

All groups wishing to use Evangelical Lutheran Church facilities need to complete the attached Facility Use Form and submit to the church office one month prior to the event. The use of the facility will be on a first come first serve basis. All events will be approved by the Property Ministry.

**Cost for Use of Facilities**

The cost of heating, set-up, and clean-up of the church facilities is quite high.

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(Checks should be made out to Mt. Horeb ELC)

**General Guidelines for Utilizing Mt. Horeb Evangelical Lutheran Church Facilities**

Those using the facilities will be liable to the congregation for any damage to any property and for any expense incurred in consequence of such use of church facilities. **A CERTIFICATE OF LIABILITY INSURANCE is required of large groups such as Girl Scouts, 4H, fundraisers by groups not affiliated with ELC, etc.**

Each group or organization requesting use of the church facility shall designate one member as in charge or responsible for the groups action.

Reservations for facility space should be made with the church office manager for Property Ministry approval.

After-hour arrangements for use of keys to the church building must be made in advance with the church office manager. Return of the keys the day after your function is required.

At the conclusion of your function, rooms must be rearranged as when you arrived. Leave rooms clean and tidy. Wipe off all tables and counter tops, return tables and chairs to their original locations, place garbage in provided cans, and turn of the lights.

If you wish to use any of the church's audio-visual equipment, please make arrangements with the administrative assistant.

No long distance telephone calls may be place from the church's telephones. Please limit local calls to those of an urgent nature.

Evangelical Lutheran Church will not be responsible for any expenses incurred or contracted by the group while using the facilities without prior permission from the Property Ministry or the Pastor.

If at any time during your function you have an urgent concern, please contact the church office. If no church staff is in the building, please call one of the members of the Property Ministry or the Pastor. Please communicate any non-urgent concerns with the church office during normal business hours.

### **Specific Rules Governing Facilities Usage**

- 1) Please use and treat the facilities with respect as if they were your own.
- 2) Please coordinate room arrangements in advance with the Office Manager.
- 3) Please do not disrupt others with whom you may be sharing the facility.
- 4) Each group shall be responsible for monitoring and controlling the behavior of its members and associates. No youth (anyone under the age of 18) is allowed to be unchaperoned.
- 5) NO SMOKING is permitted (allowed) in church facilities or on the property.
- 6) NO ALCOHOLIC BEVERAGES are permitted on Church property, except for sacramental use.
- 7) Please clean up spilled food and beverage.
- 8) Please do not adjust or tamper with the heating controls.
- 9) If you need to display posters, pictures or other materials use the display boards provided. DO NOT hang or tape anything directly to the walls or woodwork without prior permission.
- 10) For your convenience, there is a phone in the church kitchen & classrooms, for local calls only.

- 1) All groups using the kitchen will be responsible for leaving it in a clean and neat order. Please see the checklist on the kitchen bulletin board.
  
- 2) When you leave please:
  - a. Pick up all garbage and waste paper and place them in the appropriate garbage containers.
  - b. Ensure that your group members and participants remember to take all of their personal belongings.
  - c. Turn off all appliances and lights.
  - d. Close and secure all doors and windows.
  - e. Report any damage to the church property to the Office Manager.

SPECIAL INSTRUCTIONS FOR SPACE SET UP AND/OR USE OF THE FACILITY

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Reviewed and approved by ELC: \_\_\_\_\_