

**CHRIST EVANGELICAL LUTHERAN CHURCH**

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

**APPLICATION FOR GENERAL USE OF CHURCH FACILITIES**

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)			
<i>The purpose should be described in sufficient detail to allow the Church Council to review the request and consider a waiver or reduction in fees. Please attach brochure and/or information from organization.</i>			
Specify the area or rooms to be use:			
<input type="checkbox"/> Social Hall	<input type="checkbox"/> Lounge	<input type="checkbox"/> Gathering Area	<input type="checkbox"/> Sunday School Room # _____
<input type="checkbox"/> Kitchen (Light)	<input type="checkbox"/> 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: _____	
Notes:			

**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. Groups other than church groups and members need to provide paper products to include dishes, cups and eating utensils.
5. Church groups and members are responsible for wiping surfaces and dry mopping floors.
6. No tape or tacks of any kind are to be used to affix decorations, posters and other materials.
7. Scheduling of areas and rooms will be on a 'first come, first served' basis.
8. Reservations should be made at least 30 days in advance of the event or activity.
9. Reservations will be confirmed upon receipt of payment in full.

**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>Facility Cost</b>	<b>Custodial Cost</b>
<b><u>Social Hall</u></b>							
Use of Social Hall	NC	25	150	50	100		
Custodial Services		50	50	50	50		
<b><u>Kitchen</u></b>							
Light (Coffee/Warming Only)	NC	NC	NC	NC	NC		
Full			50	50	50		
<b><u>Gathering Area</u></b>							
Use of Gathering Area	NC	10	40	NC	40		
Special Set Up Fee (if needed)		25	25		25		
<b><u>Lounge</u></b>							
Use of Lounge	NC	10	40	NC	40		
Special Set Up Fee (if needed)		25	25		25		
<b><u>Sunday School Room</u></b>							
Use of Sunday School Room	NC	10	40	25	40		
Special set Up Fee (if needed)		25	25	25	25		
<b><u>Sanctuary</u></b>							
Weddings	NC	NC	-	-	-		
Funerals							
Parking Lot/Grounds	NC	NC					
Security Deposit	-	-	100	100	100		
				Total Due			

**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. Security deposits will be returned by the church office when the event or activity is successfully completed.
5. The Avon Lake Fire Department has limited the capacity of the Social Hall to 380 persons with chairs and 160 with tables and chairs. The capacity of Sunday School #5 is 21.

Two separate checks should be issued payable to: Christ Lutheran Church and to Bill Higgins (Custodian)	
Date:	
Signature of Using Group Representative	
<b><u>FOR CHURCH OFFICE</u></b>	
Date Received:	By: Council Review Date:
Room/Area Approved:	
Date Group Notified:	Added to Church Calendar:
Cost:	To: Custodian To Church:
Total Due:	Date Paid: