

Event Date: _____ Start Time: _____ End Time: _____

Agreement for Use of Grace English Lutheran Church Facilities

1. GELC Fellowship Hall and classrooms are available for use by individuals or organizations. Some of GELC facilities, including offices and sanctuary are not available for use by persons or groups not associated with GELC.
2. GELC is a not-for-profit organization; therefore, a fee is not charged for use of the facilities. A free will offering is requested in lieu of fees. A deposit (\$25 member of GELC, \$100 non-member) will be collected but will be returned after the event following inspection of the facilities.
3. Usage Request Forms must be completed and then received by the GELC office before the monthly council meeting one month in advance of the event. The congregation council will review and approve requests.
4. In the event of an emergency, GELC facilities may be called upon by emergency response teams. In this circumstance, the facilities may be closed to other events with little or no advance warning.
5. The GELC Office and an individual representing the group using the GELC facilities will date and sign the application at the time of deposit. A duplicate copy of the signed rules will be provided and will serve as the deposit receipt.
6. The deposit will be returned following the event upon inspection that verifies that the facilities have been adequately cleaned and returned to original condition.
7. These particular rules must be followed when using GELC facilities. If it is found that anyone violated the rules, deposit will be forfeited and future privileges in using GELC facilities will also be lost.
 - a. **No smoking, alcohol, or drugs will be allowed anywhere on the property.**
 - b. **No pets are allowed.**
 - c. **No vehicles or trailers are allowed on the lawns or sidewalks.**
 - d. **Tape, nails, or pins are not allowed to be used for decorating purposes. Command strips are allowed.**

Check-Out List

1. Toilets must be flushed and faucets must be turned off.
2. Tables and chairs are to be cleaned and returned to their original locations.
3. Floors must be vacuumed and swept or washed if heavily soiled.
4. Windows and side lights must be clean of prints and marks.
5. Any items brought into the kitchen must be cleared out of the building.
6. Kitchen utensils must be washed, dried, and returned to the proper places.
7. Garbage must be removed from the building and placed in the dumpster on the east end of the building.
8. Facilities must be cleaned immediately following the event; on the same day.
9. Turn off all lights when leaving.

Signature of representative using GELC facilities

Date

Signature of GELC office (920-361-1820)

Date

Signature of individual inspecting facilities after event

Date

Request/Approval for Use of Grace English Lutheran Church Facilities

Person/Organization requesting use of facilities

Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Event Date: _____ Start/End Time: _____

Purpose of meeting/activity: _____

Facilities requested:

_____ Sanctuary _____ Organ/Piano _____ Fellowship Hall _____ Kitchen

_____ Refrigerator _____ Freezer _____ Stove _____ Library

_____ Choir Room _____ Nursery _____ Other: Explain

COVID – 19: Grace has put in place preventative measures to reduce the spread of COVID-19. Groups using the facility are expected to follow these preventive measures as well as the guidance of the CDC. Grace is not liable for any exposure to COVID-19 due to the actions, omission, or negligence of participants.

Representative agreeing to COVID safety measures.

Date

This area to be completed by GELC Staff

Amount of security deposit: _____ Provided by: _____

Approval Date: _____

Approved by: _____

Comments: _____
