

Request for Use of Building Facilities

For non-St. Paul's Church & School related events

Organization/Individual: _____

Date of request: _____ Response needed by: _____

Event information:

Date & time: _____ Number of participants: _____

Room requested: _____

Description of event: _____

Mission of event (non-financial benefit): _____

Fees or charges in connection with event & use of profits: _____

Person accepting responsibility for facilities:

Name: _____ Phone: _____

Address: _____ Email: _____

St. Paul's Lutheran Church accepts no responsibility for any accidents or injuries that occur during your event. If damage to St. Paul's facilities and/or equipment occurs during the event, it is your group's responsibility to reimburse St. Paul's in full for the damages.

I have reviewed and agree to the guidelines and regulations on the back of this form.

Signature of Applicant

Date

OFFICE USE

Fee: _____ (Payment to be made two weeks prior to event) Notified: _____

Approved by: _____ Date: _____



St. Paul's Lutheran Church & School

301 1st St NW, Waverly, IA 50677

Church: 319-352-3850 life@stpaulswaverly.org

School: 319-352-1484 school@stpaulswaverly.org

Fax: 319-352-3999

Facility Use Policy

Guidelines:

- St. Paul's Lutheran Church facilities are open to all appropriate types of use when it does not interfere with or disrupt church-related activities. Judgment as to appropriateness will be based on the mission accomplished by the event and financial arrangements for the event.
- Priority will be given first to groups sponsored by the church, then groups with St. Paul's members involved, and finally outside groups. When a priority conflict arises, no previously scheduled meeting will be "bumped" by a higher priority usage (in good faith). Funerals may disrupt daytime events.
- All requests for use of facilities will be directed to the Director of Administration. If there is a question as to whether the proposed use conflicts with our mission, the Head of Staff will be consulted.
- The above guidelines apply to all general facilities usage requests. Requests for facilities for weddings and funerals have their own procedures.

Regulations:

- There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds.

- There shall be no smoking or use of tobacco, including e-cigarettes on St. Paul's property.
- After an outside group uses facilities, general cleaning (dishes done, garbage collected and taken out, etc.) shall be done by the group. Facility must be left in same condition as found.
- Non-adult activities shall be properly supervised: one adult per ten high school students; one adult per eight junior high students; or one adult per six children elementary and younger students.

Facility Information:

Parish House

Capacity of 200; includes use of kitchen

- 4 hours or less: \$100
- More than 4 hours: \$150

Room 121

Capacity of 150; no kitchen facilities and all food must be brought in

- 4 hours or less: \$50
- More than 4 hours: \$75

Narthex

Only available on Sunday after 1pm and no food or drink allowed

- \$400

Center for Ministry *(Basement under sanctuary)*

No kitchen facilities

- \$25 per use