

# Facility Use Request Form

Approved by Trustees February of 2004, diagrams and Room Setup instructions added January, 2008

## ZION LUTHERAN CHURCH

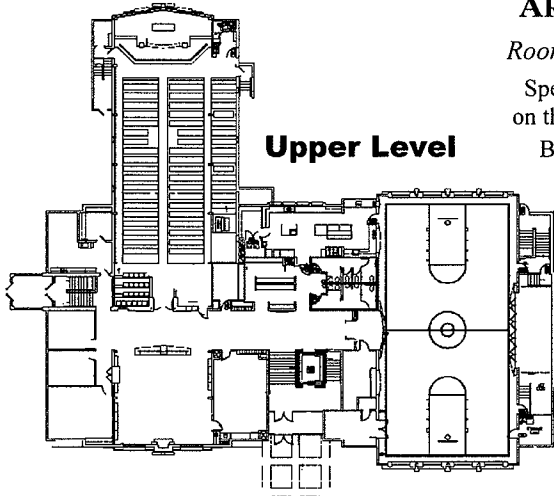
201 First Ave. ~ Hiawatha, IA. 52233 ~ (319) 393-2013

Activity Date: \_\_\_\_\_ Time: \_\_\_\_\_ Group Size: \_\_\_\_\_

Activity : \_\_\_\_\_

Is this function solely sponsored by Zion Lutheran Church? YES NO

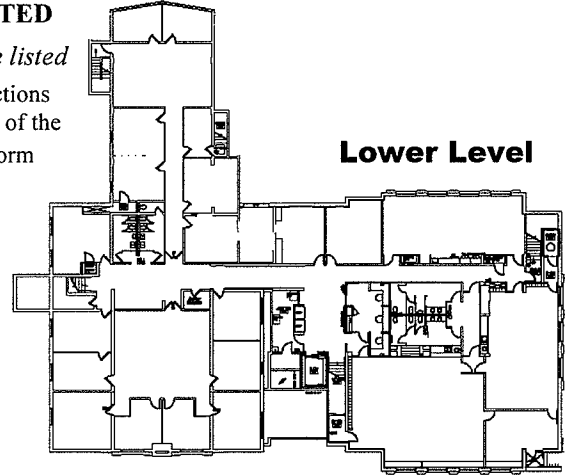
*If the Answer Is No You must Also Complete the Top Portion of the Back Side of this Form*



### AREA REQUESTED

*Room Capacities are listed*

*Specify Setup Instructions  
on the Bottom Portion of the  
Back Side of this Form*



- Conference Room (28)
- Kitchen (6 for a meeting)
- Library (12 as setup, 24 if rearranged)
- Sunday School Room (8-12)
- Other \_\_\_\_\_
- Lower Level Conference Room (15-20)
- Family Life Center (200 - 250 depending on setup)
- \*Sanctuary (250+)
- Specify Rooms Desired \_\_\_\_\_

*\* For Use of the Sanctuary Contact the Pastoral Staff or Board of Elders Before Scheduling*

*Zion Lutheran Church is not liable for any injury or loss incurred within the building or on its premises in relationship to stated use. Zion Lutheran Church may request special liability insurance*

NOTE: The person signing this request is responsible and must be present and in charge to enforce building rules. By signing this request form, said person acknowledges the Building Rules and Regulations for Zion Lutheran Church and further agrees to reimburse Zion Lutheran Church for any damages or losses that are directly related to said event or participant of said event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

### OFFICE USE ONLY

Fees Paid:  Yes  No      Signed Form:  Yes  No      Fees acknowledged:  Yes  No

Usage Approved By Trustee: \_\_\_\_\_ Date: \_\_\_\_\_

For Use for Function NOT Solely Sponsored by Zion Lutheran Church

The Trustees are the determining body as to an event status of whether they are Zion Sponsored or Non-Zion sponsored events. Non-Zion events are defined as private gatherings such as a wedding, anniversary, graduation, non-profit organization meeting, and other events sponsored by a member of Zion without direct sponsorship from the congregation.

- \* Deposit is due at the time of signing of the Facility Use Request Form
- Any costs for damage or loss to Zion Lutheran Church facilities or property caused by event or participants are due within 10 days of the event.
- Zion Lutheran Church is not liable for any injury or loss incurred within the building or on its premises.
- Zion Lutheran Church may request special liability insurance.
- All events must be held between the hours of 8:00 a.m. and 10:00 p.m. unless other arrangements have been approved by the Board of Trustees.
- General cleanup of areas utilized is required as part of the agreement of use. Failure to adequately clean all used areas will result in forfeiture of all or part of the deposit(s) that were paid. The user is responsible for cleaning up any food, table coverings, displays, etc. at the end of permit period. For groups with over 50 people, custodial services must be arranged in advance of event.
- Although no fees are charged for our members to use our facility, may we suggest a donation of 50% of the deposit fee to help offset facility costs.

| Groups up to: | *Refundable Deposit |
|---------------|---------------------|
| 25            | \$25.00             |
| 50            | \$50.00             |
| 100           | \$100.00            |
| 200           | \$200.00            |
| 300           | \$300.00            |

NOTE: By signing you acknowledge the fees and deposits for the requested area to be used. Signer acknowledges the responsibility for any additional charges that result from the use of Zion Lutheran Church facilities or equipment. Custodia fee for event cleanup will be billed at \$25.00 per hour.

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

**If event is not approved by the trustees, any deposit will be refunded within 10 business days.**

**\*Deposits may be waived at the Trustees discretion.**

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**Room Setup Instructions**

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