

Building Use Request Form - Lutheran Church of the Resurrection

3500 - 29th Ave Marion, Iowa 52302

319-377-4689

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To be granted permission to use our facilities I agree:

All policies and conditions of the rental agreement will be followed by all persons attending.

A deposit of \$100 will be remitted to the church office with this form. (If rental cost is less than \$100, the deposit is \$50). Deposit will be returned if property and facilities are in good order after event. Activities must end no later than 10 pm. LCR reserves the right to change the room, date, or time of your event due to circumstances we deem reasonable. The reservation will be entered on the church calendar after approval by the staff.

Name & Organization: _____

Address: _____

Phone: _____

Email: _____

What type of event will you be having?

Room/s you are requesting: _____

Event Date/s: _____

Scheduled Event Time: _____ AM/PM to: _____ AM/PM

How often are you requesting use of our facility? (circle) One Time Weekly Monthly

Please tell us how your event will help the congregation fulfill one or more of our five purposes (see examples below):

Worship – Will this event include time to praise God in song/music, reading of scripture, prayer, testimonials and reflection on God’s Word. Examples: weddings, funerals, retreats

Ministry – Is this event intended to provide relief or continued development for those in need? Examples: food drives, support meetings, fundraisers for other ministries (note: fundraisers need separate Council approval)

Or is this event intended to strengthen relationships or further the work of one of the ministry groups that exist in the congregation or community? Examples: choir or landscapers’ potlucks, committee meetings

Discipleship – Will this event include a time devoted to Bible study or encourage people to grow deeper in their faith? Examples: Vacation Bible School, Bible Study Fellowship, Small Group meetings

Evangelism – Will the good news of Jesus be shared with those outside of the church membership? Examples: music concerts, “bridge events” (where the community is invited to attend and learn about the work of the congregation)

Fellowship – Is your event intended to strengthen relationships within the congregation in a friendly and relaxed setting? Is the entire congregation invited to participate? Examples: anniversary or birthday receptions/open houses, meals

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Policies and Conditions of Rental Agreement

1. Smoking is not allowed in the building.
2. No alcoholic beverages may be consumed on church property (this includes the building and parking lots).
3. No food or beverages are allowed in the Worship Room (Sanctuary) of the church.
4. All children must be supervised by the group renting the church facility.
5. No signs may be posted on walls or windows without prior permission from a church staff member.
6. The group renting the church facility is limited to the rooms listed in this form.
7. Furniture and/or musical equipment may not be moved without prior approval.
8. The building's fire exits may not be propped open or blocked in any way.
9. The sound system may not be adjusted. It must be run by a church staff member.
10. A group which is negligent and sets off the security for fire alarm will be responsible for paying the alarm fee. Everyone needs to be out of the building by 10 pm or the security alarm system will be activated.
11. The church is handicap accessible. Your group may use the automatic door, but please do not allow children to play in these areas.
12. Vehicles must be parked in marked parking spaces only so as to keep the driveways and drive-thru clear for a fire lane.
13. Special arrangements must be made with the church office if your group needs items stored between performances or meeting times. Special set-ups or hook-ups must also be arranged through the church office.
14. If kitchen and/or café are used, it is your responsibility to clean them.
15. No church property may leave the church grounds.
16. Kitchen equipment is off limits without prior approval from church staff. Use of the dishwasher is permitted only with proper instruction first. The stovetop cannot be used for frying any items.
17. Last person to leave the building is responsible to make sure all doors are shut and locked.

I have read the Rental Agreement and I agree to adhere to the policies and conditions outlined.
Deposit will be forfeited if policies are not followed.

_____ (initial to agree)

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Are you a member of this church?

- Yes (see Members section below)
- No (see Non-Members section on next page)
- Recurring weekly/monthly usage? (see Multiple-Use section on next page)

Please choose the room/s according to your church affiliation (circle):

MEMBER

ORGANIZATION TYPE	Church-Related Meetings	Private Use (does not include For-Profit Events)
WORSHIP ROOM	No Charge	\$25
FELLOWSHIP HALL (capacity 145 people)	No Charge	\$25
FELLOWSHIP HALL WITH KITCHEN	No Charge	\$50
(YAC) YOUTH ACTIVITY CENTER	No Charge	\$25
LOUNGE, THEATER ROOM, CLASSROOMS, PATIO/GRILL	No Charge	\$25
CONFERENCE ROOM	No Charge	\$25

Lost Electronic Key Card - \$25

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NON-MEMBER

ORGANIZATION TYPE	Private Use or For-Profit Groups	Non-Profit Groups
FELLOWSHIP HALL (capacity 145 people)	under 50 people - \$75 51-100 people - \$100 101-200 people - \$125 201 or more people - \$150	under 50 people - \$50 51-100 people - \$75 101-200 people - \$100 201 or more people - \$125
FELLOWSHIP HALL WITH KITCHEN	under 50 people - \$100 51-100 people - \$125 101-200 people - \$150 201 or more people - \$175	under 50 people - \$75 51-100 people - \$100 101-200 people - \$125 201 or more people - \$150
LOUNGE, THEATER ROOM, CLASSROOMS, PATIO/GRILL	\$50	\$25
CONFERENCE ROOM	\$50	\$25

MULTI-USE (weekly/monthly)

ORGANIZATION TYPE	Church-Related Functions	Not Church-Related
WORSHIP ROOM	No Charge	\$10 weekly \$20 monthly
FELLOWSHIP HALL (capacity 145 people)	No Charge	\$10 weekly \$20 monthly
FELLOWSHIP HALL WITH KITCHEN	No Charge	Not Available
YAC (YOUTH ACTIVITY CENTER)	No Charge	Not Available
LOUNGE, THEATER ROOM, CLASSROOMS, PATIO/GRILL	No Charge	\$10 weekly \$20 monthly
CONFERENCE ROOM	No Charge	\$10 weekly \$20 monthly

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Please write one check for the deposit (\$50 or \$100) and one check for the amount chosen above for the use of the facility room. Checks may be made out to LCR.

Signature: _____

(for office use only)

Approved / Denied Date _____ By _____

Deposit \$ _____ Facility Amount \$ _____

Key Issued _____ Key Returned _____

Deposit Returned _____