

## FACILITY USE REQUEST FORM

ALL SAINTS LUTHERAN CHURCH  
 9131 South Howell Avenue  
 Oak Creek, Wisconsin 53154-4425  
 (414) 762-5111

Areas Requested	Fellowship Hall	Church Proper	Church Grounds	Kitchen Facilities
Date Requested				
Time Requested (including Set up & Clean up time)				
Person Requesting Use:				
Contact Phone #				
Purpose of Usage:				

- I ACKNOWLEDGE THAT USAGE OF THE CHURCH PREMISES AND PROPERTY IS A PRIVILEGE EXTENDED IN GOOD FAITH AND TRUST, AND AGREE TO LEAVE THE FACILITY AS WAS PREVIOUS TO USAGE.
- I UNDERSTAND THAT THERE IS A USAGE FEE OF **\$100.00 FOR MEMBERS / \$150.00 FOR NON-MEMBERS** (Non-Members Rental to be decided inclusively by the Church Council at their discretion) TO COVER THE COST OF USUAL CUSTODIAN NEEDS AND UTILITIES.
- THE FEE IS FOR THE **3 HOURS** BLOCK OF TIME **INCLUDING** SET-UP AND CLEAN-UP TIME (WHICH **MAY NOT** BE DONE DURING LITURGY TIMES).
- EVERY ADDITIONAL HOUR OF RENTAL TIME IS **\$25.00**
- TOTAL RENTAL TIME **CANNOT EXCEED 6 HOURS IN LENGTH.**
- I AM FURTHER ADVISED THAT ADDITIONAL FEES WILL BE IMPOSED TO OFFSET THE COSTS OF:
  - ADDITIONAL CLEAN UP SERVICES IF NEEDED.
  - REPAIRS FOR DAMAGES OR ANY STOLEN ARTICLES.

*The front door of the church is programmed through our security system to remain unlocked for 30 minutes at the beginning of the rental period. **Renters agree not to manually manipulate or change the locks or prop open the front doors.** Renters may briefly prop open the fellowship door to carry in items for the event. The fellowship hall door should be securely closed during the event for the safety and security of both attendees and the church premises.*

Signature of Responsible Person:	
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<b>*** Office Use Only ***</b>				
Applicant:		Member		Non-Member
Payment Received:	\$		Date:	