



**FIRST LUTHERAN CHURCH, GENESEO**

*Sharing Christ's Love*

**—MASTER CALENDAR/BUILDING USAGE FORM—**

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

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Group/Purpose of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Room(s) Requested:  Conference Room A  Conference Room C

Classroom  Grace Place  Fellowship Room/Kitchen

Fellowship Room only  Sanctuary  Other

Set Up Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Proof Of Insurance—if not a church function (Insurance Company/Policy #)

\_\_\_\_\_  
*(See First Lutheran Building Usage Booklet for more details)*

Include in First Lutheran's bulletins and newsletters  Yes  No

If yes, verbiage for publication is as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Disclaimer: All requests must be made in writing on said form only. All events (except FLC ministry and Non Profit groups) must be requested a minimum of 2 weeks/a maximum of 6 months prior to the event. Events will be reserved on a first come first serve basis with First Lutheran ministries having priority. All other requests will be determined on date and time the form is received. All room assignments are final. Outside of Conference Rooms privacy cannot be guaranteed as First Lutheran Church is an open facility. The individual initiating the request must be present at the event. This individual will also be held financially responsible for any damage to the area used or if left in an unacceptable manner as determined by First Lutheran Church. I have read the above disclaimer and agree to abide by it and the said building guidelines of First Lutheran Church.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**—OFFICE USE ONLY—**

Date/Time Received: \_\_\_\_\_

First Lutheran Ministry  Member  Non-Member

Non Profit  For Profit/Private Event

Fees Received by Member:  \$25 Classroom/Conference Room

\$50 Fellowship Room/Kitchen  \$50 Sanctuary

Cash  Check Received by \_\_\_\_\_

Fees Received by Non-Member:

\$75 Classroom/Conference Room/Sanctuary

\$75 Fellowship Room only  \$150 Fellowship Room/Kitchen

Cash  Check Received by \_\_\_\_\_

Information placed on Master Calendar

Proof of Insurance Received  Building Usage Check List Received

Key Issued  Key Returned

Billed for damage/cleanup \$ \_\_\_\_\_



## FIRST LUTHERAN CHURCH

### **—GENERAL FACILITY GUIDELINES—**

- ✓ Please use only the areas in which you have been assigned as others may be using the facilities simultaneously.
- ✓ The Nursery area located off of the Fellowship Room is available for childcare purposes for your convenience. Illinois childcare regulations shall be followed in terms of supervision: 2 adults for every 10 children.
- ✓ No items shall be attached to the walls, ceilings, floors, furniture or equipment that could leave permanent marks or damage.
- ✓ Worship furniture in the Sanctuary and Fellowship Room shall not be moved.
- ✓ For fire safety purposes, please keep sidewalks, stairways, halls and exits free from obstruction at all times.
- ✓ Report any damages either prior to or after use as well as problems or concerns to the Parish Secretary as soon as possible.
- ✓ In case of an emergency, you may contact Charlene Daniels, Parish Custodian at 945-6999.
- ✓ The telephone in the Kitchen is available for local use only.

### **—PROOF OF INSURANCE—**

First Lutheran Church will not be liable for any accidents or injuries as a result of the usage of these facilities deemed as a non-sponsored event. Any event that is held for the church, preschool or affiliated function would be precluded from this policy. Therefore, a non-sponsored event would need to provide proof of insurance coverage.

First Lutheran Church's insurance company requires that any non-sponsored event provide the church with a certificate of insurance. This certificate may be obtained through the User's insurance company. It is not a rider, but a certificate that shows the User's Homeowner or Rental insurance policy has liability coverage for the space rental/usage. The Church's insurance company assures us that this is standard practice to issue this certification of coverage.

A certificate of insurance shall be provided to the Church Office at least 1 week prior to the event to be held. No exceptions will be allowed.



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