



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 _____ Classroom

_____ Grace Place _____ Fellowship Room/Kitchen _____ Youth Room

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 must be requested a maximum of 12 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 Organization _____ Private Event

Fees Received by Member/Non-Profit:

_____ \$25 Classroom/Conference Room

_____ \$50 Fellowship Room/Kitchen

Fees Received by Non-Member:

_____ \$75 Classroom/Conference Room

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

Fees Received for Annual Usage (July 1 – June 30): _____ \$100

_____ 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.
- ✓ No items shall be attached to the walls, ceilings, floors, furniture or equipment that could leave permanent marks or damage.
- ✓ Worship furniture in 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, problems or concerns to the Parish Administrator as soon as possible.
- ✓ In case of an emergency, you may contact Charlene Daniels, Custodian at 945-6999.
- ✓ The telephone in the Kitchen is available for local use only.

—PROOF OF INSURANCE—

First Lutheran Church is not liable for any accidents or injuries as a result of the usage of these facilities for a non-sponsored event. A non-sponsored event must 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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