

FACILITY USE APPLICATION

Grace Lutheran Church of Winchester
Larsen, Wisconsin

Please complete the information below. Submit to the Communications Coordinator (Alissa Olson) via email: glcwin@gmail.com **OR** place in the mailbox next to her office door.

- Grace member requesting building use for Grace ministry function
- Grace member requesting building use for non-ministry function
- Non-Grace member requesting building use

Name of Applicant: (Please Print)

Address:

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Function:

Date(s) requested: _____ Time requested: _____

One time request: **OR** Recurring request: If recurring, please specify: Daily Weekly Monthly

Room(s) requested:

Equipment requested:

Handicapped accessibility needed? Yes No **Some areas of upper level are not handicapped accessible.**

Terms and Conditions:

1. The date will be scheduled on the church calendar **AFTER** the application has been approved. The church council will be consulted if a question arises regarding approval.
2. Approved applications may be cancelled or postponed due to a conflict with a non-scheduled church function, such as a funeral.
3. A recurring agreement will expire one year after the date approved and a new form **MUST** be submitted if the use is to continue.
4. Applicants must accept liability for any bodily injury or property damage while using Grace facilities. Applicants are responsible for the cost of repair or replacement if damage occurs.
5. No smoking, drugs or alcohol (*except for communion*) are permitted in Grace facilities.
6. Before leaving the facility: Check all areas for lights left on, bathrooms not functioning, appliances used are turned off and cleaned, all exterior doors are locked.

Agreement: Applicant agrees to all terms and conditions regarding the use of Grace facilities.

Date Submitted:

Applicant Signature

Date Approved:

Grace Communication Coordinator Signature
