

# Zion Lutheran Church

1254 S Union St, Shawano WI 54166-3461

715-526-2017 zion@shawanozion.org

**Room Use Application**      Date of Application \_\_\_\_\_

Name of Event: \_\_\_\_\_

Full Name of Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Is this a one time use? \_\_\_\_ Yes    Date: \_\_\_\_\_

Time: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Repeat/regular basis use? \_\_\_\_ Yes    Dates: \_\_\_\_\_

Time: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Room Requested: \_\_\_\_\_

Will food be served? \_\_\_\_ Yes \_\_\_\_ No      Need use of kitchen? \_\_\_\_ Yes \_\_\_\_ No

Special set-up requirements? \_\_\_\_ Yes \_\_\_\_ No    If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

Number of Expected Attendance:    Adults \_\_\_\_\_ Children \_\_\_\_\_

Zion Lutheran Church is a not for profit institution with spaces designed primarily for use in church related activities. When the spaces are not needed for programs sponsored by the church, they will be available for use by other groups, subject to the policies and guidelines established by the Property Committee.

## **Application**

Applicants for meeting spaces are expected to sign this application form in which the organization represented, or individual applicant, agrees to abide by all regulations of the church regarding use of facilities, and accepts responsibility for any damage caused to the building or its equipment, resulting from said meeting. The person signing the application will be held responsible for leaving the spaces clean and orderly. The church reserves the right to assess a charge against this individual or his/her organization for extra custodial or cleaning services resulting from careless use.

## **Use of Spaces**

The use of the buildings of the congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship and to community service organizations as approved by the Congregation Council. The use of the church's meeting spaces will be limited to members and/or organizations in the church service area. Exceptions may be granted if schedules and spaces permit. The Congregation Council shall reserve the right to refuse scheduled meetings at their option.

## **Responsibility**

The church cannot and will not be held responsible for loss or damage to exhibits or any type of vandalism to them in the meeting spaces or be held responsible for any lost personal property of those attending meetings.

## **Fees**

Fees will not be charged to For-Profit groups for the use of rooms but a goodwill donation helps defray heating, lighting, and cleaning costs. Suggested donation is \$40.

## **Refreshments**

Light refreshments may be served in connection with a meeting, but in no event shall alcoholic beverages of any nature be served or permitted in any room of the church. If your group plans to serve refreshments, there will be a \$40.00 deposit required. If the room is left clean, the deposit, in check form made out to Zion Lutheran Church, will be returned by mail. If not, the deposit will be used toward clean-up costs. The room must be left clean including any kitchen equipment used. The user is responsible for notifying the church of any special table and chair arrangements. The church is a SMOKE FREE property. The Property committee reserves the right to waive the collection of this deposit.

## **Audio-Visual Equipment**

Audio-visual equipment is available for use in the building at no charge. All equipment needs must be anticipated by the group and arranged for in advance of the meeting. Church staff members are not obligated to provide overlooked needs.

## **Room Capacity**

Maximum seated capacity of Fellowship Hall is 200 persons.

## **Reservations**

Room reservations may be made by telephone during regular office hours. Some time prior to the scheduled meeting an official representative of the group must apply in person at the church during regular office hours to read and complete the form for reservation to be granted.

## **Cancellations**

Outside of regular office hours, the church is only open until the last meeting scheduled. A contact person and phone number must be given in case of cancellations due to inclement weather or other circumstances that would cause a church closing. Any fees collected would be refunded or put towards a rescheduled meeting. Likewise, if a meeting is cancelled on the users' part, notice must be given to the church during normal office hours. Fees collected would be forfeited if notice of cancellation is not given.

**Zion is a SMOKE FREE property.**

**The Zion Congregation Council reserves the right to deny the use of the room if any of the above guidelines are not followed.**

**I (We) have read and understand the rules and regulations for use of space at Zion Lutheran Church in Shawano.**

Signed: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

### **Zion Office Use:**

Room Deposit? \_\_\_\_yes \_\_\_\_no                      Check # \_\_\_\_\_

Date Deposit Given: \_\_\_\_\_                      Date Deposit returned: \_\_\_\_\_

Deposit returned to this address: \_\_\_\_\_

Adopted by the Zion Lutheran Church Council on 10/15/2013.