



**St. Paul's Facility Reservation Request and Agreement**

Name of person (Responsible Party) requesting use of facilities:

\_\_\_\_\_  
Please state whether you are a:  Church Member  Non-Member  Non-Member Group/  
Organization

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

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

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

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

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

Please list the organization's website, if any: \_\_\_\_\_

What areas of the campus are you requesting use of and the purpose of your event?  
\_\_\_\_\_

What date(s) and time(s) are you requesting to use the facilities:

Date \_\_\_\_\_ Time \_\_\_\_\_



I affirm that:

1. I understand that St. Paul's Church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict St. Paul's Church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of St. Paul's facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church staff.
3. I understand that upon approval of my St. Paul's Facilities Use request, I will need to provide a refundable security deposit in the amount of \$250.00 and any other fees noted in Addendum "A".
4. I understand that St. Paul's Church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to approval, which is conditioned in part on my agreement to the requirements in the "St. Paul's Facility Use Policy," a copy of which I have read and understood.
5. I understand that I will be responsible for any damages to St. Paul's facilities resulting from my use of the facilities.
6. St. Paul's Church believes disputes are to be worked out between parties without recourse to the Courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation.

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Signature

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Printed Name

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Date

Approved by: \_\_\_\_\_



**ADDENDUM A  
FELLOWSHIP HALL, KITCHEN, AND GYM RENTAL CHARGES**

St. Paul's Lutheran Church & School is happy to extend to you the use of our facility for your event. We ask you to respect the property of our church and school and its equipment. Upon the signing of the application, you are signifying your understanding of and willingness to abide by all the provisions contained here and in St. Paul's Facility Use Policy.

**For Private parties**

The Kitchen and Fellowship Hall may be rented by members for \$50 which will be refunded if the event is cancelled. All fees must be received at the time the event is scheduled, to hold the date. A member familiar with the kitchen must be in attendance. If the dishwasher is used, someone who is well trained in operating it must be in attendance.

**Funeral Lunches**

There is no charge for member funerals. If a funeral for a non-member is approved, the fee for use of the Fellowship Hall and Kitchen is \$50.

**Non-member use**

Fellowship Hall \$100

**School Gym Use Fee**  
**\$25/hour**

Event \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

**Revised and approved by council (6/8/23)**