

## Emanuel Ev. Lutheran Church and School Facility Usage Policy (Individuals)

200 E. Quincy St., New London, WI 54961 - (920) 982-5444  
eman@emanuelnl.org - www.EmanuelNL.org

Name of individual: \_\_\_\_\_ Responsible Guardian: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ # of People in Group: \_\_\_\_\_

Activity description: \_\_\_\_\_

Number of Hours Requested:

Circle all that apply (*4 hours max, 1/2 hour rentals not available*)

# of hours	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Gym rental fee	\$5	\$10	\$15	\$20

Requested Equipment: \_\_\_\_\_

### Emanuel Facility Usage Policy (Individuals)

1. Individuals must submit their request to the Athletic Director or Principal (if gym reservation) or Emanuel office (if no gym reservation) at least 72 hours prior to gym use.
2. A signed hard copy of this application must be submitted before use occurs.
3. Rental fees for approved usage must be submitted to the Emanuel office at the time of the request. (Monday – Friday, 8:00am – 3:00pm). Make checks payable to Emanuel Lutheran.
4. Usage limitations:
  - a. Individuals may only use when not in use by groups. Filling out this form does not guarantee a reservation. Groups will take priority.
5. For gym reservations, participants must wear non-marking gym shoes.
6. Individuals must bring their own equipment, including balls and first aid kits (gym), kitchen utensils and cookware.
  - a. Special gym equipment requests will be approved or denied by the Athletic Director.
7. Individuals may not store equipment at Emanuel.
8. Individuals will not be given a key for entrance to the building and gymnasium and/or kitchen. **Use must occur during office hours, or under the supervision of an Emanuel representative.**
9. Individuals are responsible for any needed cleaning after use.
10. The individual or responsible guardian assumes responsibility for the replacement or reimbursement of any loss or damage of property resulting from the individual’s use.
11. Emanuel can not be held liable for injuries or accidents occurred while using the facility. The individual and/or guardian are responsible for proper supervision and safe use of equipment.
12. Emanuel Lutheran reserves the right to cancel the usage request at any time. Usage can be canceled for Emanuel events or if Emanuel administration determines the individual is misusing the facility. (If the facility is being misused, refunds will not be given.) If usage requests are canceled for other reasons, rental fees will be refunded.

***I/we hereby agree to the entire policy as outlined above.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Responsible Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Emanuel Approval Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Total Amount Due \$ _____	Cash: _____	Check #: _____
Copies Distributed (circle): Principal    Athletic Dir    Office Mgr    Applicant _____		