

# Emanuel Ev. Lutheran Church and School - Group Facility Rental and Usage Policy

200 E. Quincy St., New London, WI 54961 - (920) 982-5444

eman@emanuelnl.org - www.EmanuelNL.org

Name of group: \_\_\_\_\_ Group leader: \_\_\_\_\_

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

Group/Activity description: \_\_\_\_\_

## **Complete Date(s) & Time(s) Requested on the Back of this Form**

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

### **Emanuel Facility Reservation Policy**

1. This policy does not apply to groups and events organized and run by Emanuel Lutheran.
2. Groups must submit their reservation to the school principal (if gym reservation) or Emanuel office (if no gym reservation) at least one week prior to the reservation date.
3. Reservations can be made up to six (6) months in advance.
4. A signed hard copy of this application must be submitted to reserve the facility.
5. Rental fees for approved reservations must be submitted to the Emanuel office prior to the reservation date. (Monday – Friday, 7:30am – 4:30pm). Make checks payable to "Emanuel Lutheran".
6. Reservation limitations:
  - a. Groups may reserve the facility for a maximum of four (4) hours per reservation.
  - b. Groups may reserve the facility for a maximum of ten (10) dates at a time.
  - c. Groups that wish to reserve for more than four hours must fill out a separate reservation request. Fees start over for each four-hour period.
- 7. For gym reservations, participants must wear non-marking gym shoes.**
8. Groups must bring their own equipment, including balls and first aid kits (gym), kitchen utensils and cookware.
  - a. Volleyball nets and scoreboard panels may be used upon request. The Athletic Director or an approved representative must train the group leader prior to the reservation date.
  - b. Special gym equipment requests will be approved or denied by the Athletic Director.
9. Groups may not store equipment at Emanuel.
10. Group leaders may request a key for entrance to the building and gymnasium and/or kitchen. Each group may receive one key, which can be checked out from the Emanuel office during office hours. A \$10 key deposit will be refunded upon return of the key.
- 11. Groups are responsible for cleaning and locking up the facility after use.**
  - a. Entire gym floor must be swept using large mops. Discard dust into garbage can.**
  - b. Locker rooms must be picked up and checked for clothing.**
  - c. All lights must be turned off**
  - d. All doors must be locked**
12. The group assumes responsibility for the replacement or reimbursement of any loss or damage of property resulting from the group's use.
13. Groups will be required to provide proof of insurance covering Emanuel as "additionally insured" with a minimum liability occurrence limit of \$1,000,000
14. Emanuel Lutheran reserves the right to cancel the reservation request at any time. Reservation requests can be canceled for Emanuel events or if Emanuel administration determines the group is repeatedly misusing the facility. If reservation requests are canceled, rental fees will be refunded.

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

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

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

**\*\*\*\*\*FILL OUT THE BACK PAGE(S) FOR RESERVATION REQUESTS\*\*\*\*\***

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Start time:** \_\_\_\_\_am/pm **End Time:** \_\_\_\_\_am/pm

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

<b># of hours reserved</b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	
Gym rental fee	\$30	\$45	\$60	\$75	
School Kitchen rental fee	\$20	\$30	\$40	\$50	
Commons	\$15	\$20	\$25	\$30	
Church Basement/Kitchen	\$20	\$30	\$40	\$50	
Community/Bible Class Room	\$15	\$20	\$25	\$30	
Other:_____	\$_____	\$_____	\$_____	\$_____	<b>Total: \$_____</b>

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Start time:** \_\_\_\_\_am/pm **End Time:** \_\_\_\_\_am/pm

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Total Amount Due \$\_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Acct #: 1055(gen) 9375 (gym floor)

Key Deposit Received (\$10): Cash \_\_\_\_\_ Check #: \_\_\_\_\_ Keys/Deposit Returned (date): \_\_\_\_\_

Copies Distributed (circle): Bd of PP    Principal    Athletic Dir    Ladies Aid    Office Mgr    Applicant \_\_\_\_\_