

PERRY HIGHWAY LUTHERAN CHURCH REQUEST FOR USE OF BUILDING

Name of Group or Organization _____

Contact Person _____ Phone _____

Address _____

Date(s) of Use _____

Purpose _____

Area of Building _____

Preparation Time Required _____

Clean-up Time Required _____

Extra Facilities Requested _____

Rental Fee _____ Custodian Fee _____

Deposit Required _____ Deposit Received _____

Date of Request _____ Received by _____

Approved by Church Council _____ Date _____

Not Approved _____ Date _____

Comments _____

Notified Contact: _____ Date _____

Notified Custodian (if required) _____ Date _____

Schedule of fees and deposits

	Deposit*	Fee	Excluding Kitchen Fee	Custodian
Large Hall (including Kitchen)	\$100.00	\$150.00	\$100.00	\$50.00
Small Hall (including Kitchen)	\$100.00	\$100.00	\$ 50.00	
Kitchen	\$100.00	\$ 50.00		
Meeting Room (First Floor)	\$ 25.00	\$ 25.00		
Lounge	\$ 35.00	\$ 35.00		

*Deposit will be refunded after event provided facilities are not damaged and equipment is returned to proper location.

Custodian will clean-up per guidelines but will not erect or take down tables and chairs.

All deposits and fees must be paid 30 days in advance.

No fees, except for custodian, will be charged for members of PHLC or members of their immediate family.

Non-profit community groups, such as Scouts, AARP, etc. will not be charged a fee when approved by Church Council. Any fund raising affairs scheduled by a non-profit group using the church must be reviewed and approved by the Church Council.