

LUTHERAN STUDENT CENTER
2616 COLLEGE STREET, CEDAR FALLS, IA 50613

319.266.1653

Application for Use of Facility

(Please complete and return to LSC office)

Facility Use Regulations:

1. No smoking or tobacco allowed in the facility.
2. No alcoholic beverages or drugs are to be used or served in the facility or on church property.
3. Lights are to be turned off, windows secured, and doors locked when you have concluded your event.
4. Equipment and furniture used are to be returned to their original location.
5. Garbage bags should be tied shut.
6. The facility is to be in the same or better condition when departing as when arriving.
7. All applications will be reviewed and approved/denied by the Campus Pastors
8. The organization/person using the facilities is responsible for restricting group individuals to the approved area of the facility.
9. A deposit will be taken to ensure the security of the building, concluding the event the deposit will be returned less any damages.
10. Failure to honor the above regulations may result in additional custodial and/or restitution fees.

Organization: _____ Address: _____

Organization Advisor: _____ Advisor phone: _____

1st Contact Name: _____ 1st Contact phone: _____

2nd Contact Name: _____ 2nd Contact phone: _____

Personal Use: _____ Profit Organization: _____ Non-Profit Organization: _____

Certificate of Insurance: _____

Purpose of use: _____

Date of event: _____ Time of event: From _____ to _____

Room(s) desired (Coffeehouse, Worship Center, Prayer Room, or Fireside Lounge):

Estimated number of attendees: _____

Deposit Due: (\$100 for 0-50 guests, \$250 for 51-130 guests) _____ Paid _____

Event Supervision Plan(how do you plan to manage your guests?):

Furniture and Equipment desired (circle all that apply):

TablesX___ ChairsX___ Podium Projector Screen
Coffee Maker Kitchen TV/DVD Easel

Sound Amplification (available in Coffeehouse or Worship Center ONLY)

Other:

Signature of Applicant: _____ Date: _____
Signing of this agreement shall constitute willingness to comply with all rules and regulations regarding the use of the Lutheran Student Center facilities as set forth by the Board of Directors.

-- For Office Use --

Approved by: _____ Date: _____

Signature of Approval: _____