

ATONEMENT LUTHERAN CHURCH EVENT/SPACE REQUEST

GENERAL INFORMATION: Profit _____ Non-Profit _____

Event: _____ Contact: _____
Please Print

On-Site Contact Person: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Address: _____

Event Date(s): _____ E-mail: _____

Frequency: One Time Only _____ Weekly _____ Every Other Week _____ Monthly _____ Other _____

Day of the Week: _____ Beginning Time: _____ Ending Time: _____ Est. # Attending: _____

Arrival Time for Set-up: _____ Departure Time after Clean-up: _____

Fellowship Hall Walls: Walls In ___ Yes ___ No Walls Out ___ Yes ___ No

Draw Room Set-up Below:

Will food or drink be consumed? _____ Yes _____ No

Will a key be needed? _____ Yes _____ No
_____ / _____ / _____ Picked Up _____ / _____ / _____ Returned

Room Preference:	1 st Choice _____	Room Fee:	_____
	2 nd Choice _____		_____
	Additional _____		_____
	_____		_____
	_____		_____
	_____		_____
	TOTAL: _____		_____

<u>EQUIPMENT REQUESTED:</u>	Equipment Fee
Podium _____	_____
Number of Chairs _____	_____
Number of Tables _____	_____
Microphone _____	_____
VHS/DVD Projector _____	_____
Kitchen Item _____	_____
Refuse Service _____	_____
TOTAL _____	_____

FOOD SERVICE:

Caterer (if applies): _____ Phone Number: _____

Other details we should know about: _____

SET-UP: You are responsible for your own set-up, take-down and returning the rooms to their original state.

DEPOSIT AND PAYMENT

Damage Deposit: _____
(\$100/members \$250 non-members. Will be returned in full if the facility is found in satisfactory condition)

Amount Paid Check# / Cash Date Received By

TOTAL FEE CHARGED _____
BALANDE DUE (on the day of the event or use) _____

This form must be completed and signed by the Hospitality Director prior to the event being posted to the activity calendar and requested space reserved.

Approved: _____ Date: _____

Atonement Lutheran Church will enter a tentative reservation on the calendar pending receipt of this form and applicable deposit. The date will be held for one week. Atonement reserves the right to remove the event from the calendar if the form AND deposit is not received within that time period.

Members	1-49 people	50-99 people	100-150 people	Over 150 people
Fellowship Hall	\$25.00	\$50.00	\$75.00	\$100.00
Kitchen	\$25.00	\$50.00	\$75.00	\$100.00
Non-Members	1-49 people	50-99 people	100-150 people	Over 150 people
Fellowship Hall	\$50.00	\$75.00	\$100.00	\$125.00
Kitchen	\$50.00	\$75.00	\$100.00	\$125.00
*The fees listed for workshops and seminars do not include use of the kitchen.	Non-Profit Groups	For Profit Groups	Worship Center (Sanctuary) Musical Performances/Recitals Performances by professional musical groups shall be \$200.00/event. Groups defined as "professional" are those who charge admission.	
Workshops*	\$100.00	\$200.00		
Seminars*	\$100.00	\$200.00		
	Sponsored by Atonement	Sponsored by an outside group		
Single Classrooms, Choir Room, Youth Room – Small Group & Meetings	No Charge	\$25.00 per day per classroom for custodial and utilities	Member Student Recital Fee \$50.00	Non-Member Student Recital Fee \$100.00

PROPERTY/FACILITY USE GUIDELINES

Atonement Lutheran Church
1144 29th Avenue North
St. Cloud, MN 56303
320-252-6203

The congregation of Atonement Lutheran Church is most pleased that you are using the building/facilities. The congregation considers its property and facilities as blessings from God and seeks to be good stewards of these blessings.

- Atonement Lutheran Congregational programs need to have priority over all other requests.
- Commitments to outside groups may have to be altered due to unexpected church needs such as funerals.
- Reservation of space shall be made in advance and in writing with the Hospitality Director and payment shall be made prior to the date of usage.
- Atonement Lutheran Church is a tobacco-free and alcohol-free facility. Candles or open flames are not allowed.
- All events, activities and use of facilities must conclude by 10:00 PM.
- Individuals and groups using Atonement Lutheran facilities are expected to leave such facilities in the same condition as provided. If there is an undue deep cleaning needed, damage to the building or equipment it will be billed to the person or group and the deposit not returned. Organizations using the facility are responsible for all damages incurred.
- Each group is responsible for putting up and removing signs in the building which direct persons attending the event to the correct room(s).
- Containing your activity to the reserved space is mandatory as a courtesy to other groups using the facility.
- Equipment shall not be removed from the church building except for church functions.
- Sound system equipment shall not be available to outside groups unless arrangements are made in advance of the use time.
- Office equipment including, but not limited to, computers, faxes, copiers are not available for use.
- The building may be closed to all groups on short notice due to inclement weather.
- Limited telephone accessibility.
- Children in attendance are to be supervised by adults.
- Harassment and abuse (physical, sexual, emotional, verbal, other) will not be tolerated.

Your cooperation in leaving the space as you found it (ie: returning furniture to correct floor plan, turning off lights in usage area, etc.) is greatly appreciated.