

MEMBER FACILITY USAGE APPLICATION

First American Lutheran Church

511 Madison Street

Oconto, Wisconsin 54153

(920) 834-2460 Office

falc@bayland.net

Name _____ Phone _____

Address _____

Area to be used _____ Function _____

Request date _____ Time _____

of tables requested _____ # of chairs requested _____

Fees:

Use of Facility \$100.00

Refundable Deposit \$50.00

The \$50.00 deposit will be returned as long as the area rented is properly cleaned and returned to its original state.

Total usage charges \$ _____

(Two separate checks should be written, one for "use of facility" the other for "refundable deposit". Both checks should be payable to First American Lutheran Church.)

*Please note: additional fees may be required in special circumstances.

Guidelines

We are pleased to share our facilities with our membership. We ask your cooperation in these few matters:

- If using the kitchen, please make sure that water faucets are turned off, coffee pot(s) and sinks cleaned, and counters wiped down.
- If using the stove, **please** check that all the pilot lights are still burning when you leave the facility.
- Please empty any used garbage cans. Trash may be placed in dumpster in parking lot.
- Please sort recyclable items. Bins for that purpose are located under the stainless steel counter.

Make yourself at home...help us keep it clean!