

Application for Church Usage

As part of the stewardship of First American Lutheran Church we willingly share our building with other organizations. To aid us in scheduling usage and to prevent conflicts, we ask that you fill out the attached form in as much detail as possible. Building use will be on a first come, first serve basis. Church functions, however, will always take precedence. If you wish to use the church for dates other than those applied for you must contact the office and fill out a rental form.

Along with the use of the building comes a responsibility on the part of your group to leave the facilities as you found them. Please take note of room set up when you enter and make sure it is returned to the same set up.

Also, be aware of the following requirements and stipulations for building usage. Failure to follow these may result in revocation of building use privileges.

1. Your group is responsible for damage done to church property by any member of your group. You may be asked to replace an item or make monetary restitution.
2. Your group should respect all other groups using the building. Please make sure property of others is not disturbed and that your group is not disturbing others who may be using the building at the same time.
3. If you cancel a meeting, you must notify the church office so that arrangements can be made for locking doors.
4. If you are the last group to use the building for the day, it is your responsibility to lock the doors you are using.
5. Rooms should be picked up or swept after use, especially if you are doing projects that would leave the room unusable for another group. Brooms are located in the janitors closet.

It is our privilege to be able to offer this service to our community. By working together we can continue to use these facilities to the mutual benefit of everyone.

To avoid a scheduling conflict, call ahead to reserve your date. If you have any questions, please contact the church office at 834-2460.