

Application for Building Use

First Lutheran Church | 463 Maria Avenue | St. Paul, MN 55117 | 651-776-7210 | www.lovegrowshere.net

Today's Date:	Contact Person:	
Organization Name:		
Address:		
City:	State:	Zip:
Daytime Phone:	Alternative Phone:	

Event Day:	Event Date:	
Event Name:		
Event Description:		
Event Start Time: (please include set up)	Event End Time: (please include clean up)	
Size of Group:	Adults Only:	Children w/Adult Leaders:

- FLC assumes no liabilities not mandated by law.
- FLC buildings are smoke-free. Alcohol and other chemical use is prohibited in buildings and on the grounds. Use of those substances will result in immediate termination of building use.
- The building/grounds will be used only for the purpose, dates, and times listed on this form. Only spaces reserved with this application are for use, even if other spaces seem empty.
- FLC reserves the right to move your event in the case of a death/funeral of someone in our congregation. We will do everything possible to find another space for your use and will attempt to give as much advance notice as possible.
- The building/grounds use fees are determined based on size, time, space, required maintenance, heat/air, administrative costs, and property ownership costs. We appreciate your understanding of these fees. FLC gratefully accepts additional donations towards these costs.
- The User Group will provide all consumable materials (paper, flip charts, markers, coffee, cups, napkins, disposable dishes, etc.)
- The User Group will wrap up and dispose of all garbage and recycling to the containers located in the back parking lot of the Norelius Hall building.
- The User Group agrees to only use church materials (No Head Start supplies are to be used in the Kitchen or Norelius Hall).
- The FLC Caretaker will set up the space for the User Group, if a map is provided with the application.
- All set up, cooking, and clean up will be provided by the User Group. The User Group will return the room(s) to the original set up and condition prior to use before leaving. If the user group chooses not to clean up from their event, an additional fee of \$50 will be charged.
- The FLC doors will be opened 30 minutes prior to the event start time, unless otherwise specified.

Please return this completed form to the Business Administrator in the FLC Office. Thank you.

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2009 RENTAL FEE SCHEDULE

- A deposit of half to total is required to secure your date and space. All fees must be paid in full before the date of your event.
- Please make checks payable to First Lutheran Church and send them to address listed above or drop it off at the church office Monday – Friday between 9 AM and 3 PM.

Check Room(s) that is needed for your event	ROOM	OCCUPANCY	EVENT LENGTH	RENTAL FEE
	Sanctuary	350	<4 hours	\$100 – Worship Service \$150 – Other
			>4 hours	\$150 – Worship Service \$200 – Other
	Heritage Hall – Kitchen Included	75	<4 hours	\$65
			>4 hours	\$75
	Library	25	<4 hours	\$65
			>4 hours	\$75
	Chapel	60	<4 hours	\$85
			>4 hours	\$110
	Classrooms	15 each	<4 hours	\$30
			>4 hours	\$50
	Norelius Hall	250	<4 hours	\$150
			>4 hours	\$200
	Norelius Hall - Kitchen	<50 people		\$50
		50-150 people		\$150
		150-250 people		\$200

I have read and agree to all conditions for use. I understand that this building use form is valid only when the Business Administrator signs and complete this form.

Event Contact Person Signature/Date

Business Administrator Signature/Date

Office Use Only: Deposit Recv'd: _____ \$ _____ Balance Recv'd: _____ \$ _____ Paid In Full: _____

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KITCHEN SPECIFIC DETAILS

All groups renting the Kitchen in Norelius Hall must meet with the FLC Kitchen Manager a minimum of 2 weeks prior to the scheduled event.

This section below is to be completed by the FLC Kitchen Manager and the Event Contact Person.

Serving Ware

- Dinner Plates
- Coffee Cups
- Drinking Glasses
- Silverware (Knives, Forks, Spoons)
- Serving Platters
- Serving Bowls
- Serving Spoons
- Small 5" Dessert Plates
- Soup Bowls
- Thermos Coffee Servers
- Salt & Pepper
- Sugar
- Creamer
- Dish Towels

Cookware

- Fry Pans

- Roasting Pans
- Sauce Pans
- 20 Gallon Cook Pots
- Sheet Pans
- ¼ Sheet Pans
- Electric Coffee Pots
- Chaffing Dishes
- Kitchen Knives
- Electric Roasting Cookers
- Electric Griddles

Large Kitchen Equipment

- Gas Range
- Wall Ovens
- Dishwasher
- Refrigerator
- Garbage Disposal
- Industrial Coffee Pot

I have read and agree to all conditions for use. I have met with the FLC Kitchen Manager and I understand my responsibility in using the Kitchen.

Event Contact Person Signature/Date

Kitchen Manager Signature/Date

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ROOM SET UP

*Please draw a picture of the set up you would like for the room you are reserving.

We will do our best to accommodate your group the best we can! Thank you.

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