

GETHSEMANE LUTHERAN CHURCH

P.O. Box 536 - 1350 Florence - Baldwin Wisconsin - 54002-0536

email address -- glcluth@baldwin-telecom.net, telephone number -- 715-684-2984

Building Use Request for Non-Church Groups

Organization: _____

Responsible Party: _____

Phone Number: _____ Email Address: _____

Scheduled Meetings: _____
(specific dates or certain days of the week; i.e. 3rd Tuesday; include info such as NOT meeting in December)

1. The church office must have all meeting dates for the coming year. The responsible party will be contacted at least a month in advance if the church is unavailable for a date due to a church activity/event. However, if the church space is needed for such short notice events as funerals, the church reserves the right to notify the responsible party that the church will be unavailable with only 24-hour notice.
2. Contact the church office (Monday – Friday, 8 am -12 noon & 1 pm – 4 pm) at 715-684-2984 if there are any changes in the scheduled meeting.
3. Minimal cleanup is required of all groups using the church. Please leave it as you found it including cleaning up spills, taking out the garbage, & sweeping, if need be. If minimal cleanup is not done to the janitor's satisfaction, the responsible party will be contacted. If lack of minimal cleanup continues, the use of the building will be revoked.
4. You are to inform the church office at least a week before your meeting if you are going to use the kitchen for serving food.
 - a. Anyone who uses the church for the serving of food and beverage shall be considered the "caterer." Caterers outside the church shall not normally use the church facilities for the cooking or preparation of food, with the exception of the use of coffee makers.
 - b. All kitchen utensils may be used, including plates, cups, and glasses. All shall properly be cleaned and returned to their appropriate place.
5. Lights are to be turned off and all outside doors locked when the group leaves, unless told differently.
6. Other expectations:

I agree to all of the items listed above:

Name: _____

Date _____