

# 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 Members

Event: \_\_\_\_\_ Date Requested \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Date of Use \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Knowledge of all arrangements shall be shared with the pastor and/or office.
2. Contact the church office (Monday – Friday, 8 am -12 noon & 1 pm – 4 pm) at 715-684-2984 if there are any changes.
3. Minimal cleanup is required. 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. Please inform the church office at least a week before your event 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. There will be no charge for the use of the church. A surcharge may be imposed if unusual cleanup is a result of use.

7. Other expectations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to all of the items listed above:

Name: \_\_\_\_\_ Date \_\_\_\_\_