

Facility Reservation Form

United Lutheran Church

628 W 5th St | Red Wing MN 55066 | PH 651-388-3583 FX 651-388-3585 | unitedlutheranchurch.com

To request the use of space at United Lutheran Church, please fill out our Facility Reservation Form completely and submit it to church office. By submitting this form, you are acknowledging that you have read, understood, and agree to United Lutheran Church's Conditions of Use. Please be aware that submitting this form **does not guarantee your reservation**. When you have completed the form, please mail, fax or drop off to: 628 W 5th St, Red Wing, Minnesota 55066. You will be contacted regarding your request status within one week of submission.

1. Date of Event _____ Time _____

2. Organization _____

3. Event Name _____

4. Category: (circle one) Banquet Concert Dinner Meeting Project Reception Training Workshop

5. Contact Person _____

6. Address _____

6. City _____ State _____ Zip _____ Non-Profit Org.

8. Phone (daytime) _____ Mobile Phone _____ Work _____

9. Number of Attendees _____

10. Room Preference (if any) _____

11. Recurrence: (circle one) Once Weekly Monthly Other _____

12. Room Arrangement: (circle one)

Banquet Classroom Horseshoe Rounds Theater None Needed

13. Kitchen Use: (check all that apply)

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> NO Kitchen Use | <input type="checkbox"/> Coffee Cups (glass) | <input type="checkbox"/> Coffee Urn (101 cup) | <input type="checkbox"/> Plates & Dishes |
| <input type="checkbox"/> We will be cooking/warming | <input type="checkbox"/> Coffee Cups (paper) | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Food will be catered | <input type="checkbox"/> Coffee Carafes | <input type="checkbox"/> Freezer | <input type="checkbox"/> Serving Dishes |
| _____ | <input type="checkbox"/> Coffee Pot (12 cups) | <input type="checkbox"/> Ovens | <input type="checkbox"/> Silverware |
| <input type="checkbox"/> Aprons | <input type="checkbox"/> Coffee Urn (36 cup) | <input type="checkbox"/> Pots & Pans | <input type="checkbox"/> Stove / Grill |
| <input type="checkbox"/> Coffee | | | |

14. Equipment / Audio Visual: (circle all that apply) VCR/DVD Microphone TV Screen Podium

15. Set Up: (select one) We will come early to set up ULC Maintenance set up (\$50 charge)

Office Use Only

Approved Denied Rate _____ Pd _____ Pd Date _____

Approved by: _____ Date: _____ Called to confirm _____

Conditions of Use

God has blessed us with a wonderful facility and we offer our hospitality to all who enter. The following Conditions of Use were established to maintain our facility in good working order for all to share:

- 1) Facility Use fee is determined per event. You will be contacted with fee amount once we have received the completed Facility Reservation form. Any fee required, is due one (1) week prior to event date.
- 2) Leave the room(s) clean and orderly. Put away any items you have used, moved, taken out, re-arranged, etc.
- 3) Do not remove kitchen items or any other equipment from the building.
- 4) All items brought into the church for individual or group use and purpose, must be removed upon departure; including, but not limited to: signage, decorations, food, dishes, equipment, etc.
- 5) Respectful conduct is expected; in treatment of church facility, property, equipment, and/or regarding other persons and activities that may be taking place at the same time in the church.
- 6) United Lutheran Church reserves the right to adjust or relocate events as deemed necessary, in the case of an unexpected funeral.
- 7) The following items are prohibited at all times: weapons, fireworks, alcoholic beverages (except for Holy Communion), tobacco products, controlled substances/drugs, and/or anything detracting from a Christian atmosphere.
- 8) Organizations need to file a certificate of insurance with the church office, to show that they have adequate liability and medical expense coverage.
- 9) In the event of inclement winter weather, United Lutheran Church may decide to cancel church events. We will contact you if that is the case, and we expect the same consideration.
- 10) Make sure any doors that need to be locked upon departure, are locked.
- 11) Any violation of these guidelines may restrict or prohibit future use of our facility.

I hereby verify I have read the policies & procedures for use of United Lutheran Church facilities, and by signature agree to adhere to uphold said policies and procedures for myself and/or any group I may be representing.

Contact Person Signature

Date

Contact Person Printed Name

Title