

**Application for Use of Building**

PEACE LUTHERAN CHURCH OF PLYMOUTH  
3695 COUNTY ROAD 101, PLYMOUTH, MN 55446  
PHONE: (763) 478-9406  
peace@peaceofplymouth.org

**Name of Organization or Group:** \_\_\_\_\_

Date(s) of Usage: \_\_\_\_\_

Time(s) of Meeting: \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM

Time(s) Building Needs to be open: \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM /  
PM

Room(s) Desired:                    \_\_\_\_\_ Activity Room                    \_\_\_\_\_ Classroom(s)  
   \_\_\_\_\_ Fireside Room                    \_\_\_\_\_ Kitchen  
   \_\_\_\_\_ Fellowship Hall                    \_\_\_\_\_ Gathering Space  
   \_\_\_\_\_ Sanctuary

Please list any special requests that may need prior approval.

\_\_\_\_\_

Building Use Fee: \_\_\_\_\_ (see page 2 for details)

Purpose of Meeting: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Will a fee be charged or donations solicited from participants?     Yes     No

Will refreshments be served?     Yes             No

**Contact Person:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

I have received a copy of the Building Use Policy     Yes     No

I HAVE READ, AND I FULLY UNDERSTAND THE RULES OF THE CHURCH, AND I AGREE TO COMPLY WITH THEM. I RELEASE, HOLD HARMLESS, AND AGREE TO INDEMNIFY PEACE LUTHERAN CHURCH OF PLYMOUTH, ITS OFFICERS, MEMBERS, EMPLOYEES AND AGENTS, FROM ANY AND ALL LIABILITY FOR LOSS, DAMAGE, INJURY OR ILLNESS INCURRED AS A RESULT OF THE USE OF THE CHURCH. I FURTHER AGREE TO PROMPTLY REIMBURSE PEACE LUTHERAN CHURCH OF PLYMOUTH FOR ANY PHYSICAL DAMAGE, BREAKAGE OR ADDITIONAL CLEANING REQUIRED AS A RESULT OF SUCH CHURCH USAGE. I AGREE TO LEAVE THE SPACE WE USE CLEAN AND HOW I FOUND IT.

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SIGNATURE

DATE OF APPLICATION

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KEY ISSUED (DATE)

KEY RETURNED (DATE)

Approved by: \_\_\_\_\_ Date

NOTES:

**Peace Lutheran Church Building Use Fees**

Space	Member Fee	Non-Member Fee	Damage Deposit
Fellowship Hall	\$100	\$200	\$100
Gathering Space	\$50	\$100	
Kitchen	\$50	\$100	
Sanctuary	\$100	\$200	
Activity Room	\$50	\$100	0
Classrooms	\$10	\$20	0
Fireside Room	\$25	\$50	0

**\*Damage deposit:** Check written to Peace Lutheran Church will be voided if there is no damage, additional cleaning and the key fob is returned.

## **A. Building Policies:**

1. Peace Lutheran Church and its facilities are dedicated to God. Please treat them with dignity and respect. The sanctuary will be used principally for worship and for the study of the Word of God.
2. First priority for use of the facilities will be given to ongoing, scheduled ministry programs and activities. Second to Peace activities.
3. Other uses of the facility, will be considered on a case by case basis and will require prior approval of the Communications Specialist. Community sponsored activities will be scheduled on a first come, first-served basis.
4. Smoking and alcohol is prohibited in all facilities and grounds.
5. The church building and grounds may be used between the hours of 7:00 am and 11:00 pm.
6. Once approved all event dates/times will be placed on the master online calendar.
7. Peace Lutheran Church of Plymouth assumes no liability for loss, damage, injury or illness incurred by any users of the facility or grounds.
8. Furnishings and equipment may not be removed from church. Property moved within the church needs prior approval and any item moved during an event should be returned.
9. Signs, billboards, posters can be displayed on bulletin boards or easels and will be only for activities directly related to the worship community. No materials will be taped or affixed to walls, doors, windows, or any other equipment or structure. People who post notices should remove them promptly when the event is over.
10. Flowers and decorations should be cleared with the Communications Specialist.
11. A Designated Person will be selected by the user group to be responsible for setup for the event, security and cleanup of the building during the event. This individual will be responsible for getting and returning the church key fob (if needed).
12. Groups using the facilities must provide their own coffee and refreshments. Kitchen supplies should not be used. If kitchen equipment is to be used, the application form must be approved for kitchen use.
13. Youth events must be chaperoned at a ratio of not less than 1 adult to 15 youths.

14. Cleanup includes vacuuming, wiping all kitchen and table surfaces, replacing clean dishes, washing and returning soiled linens, removing extra food, taking garbage to the outside bin, checking the bathrooms, returning each room to its original setup, shutting and locking all doors and windows, and turning off all lights. There will be a charge for extra custodial services by insufficient cleanup and damages and custodial services may be required in certain situations for large groups.
15. A custodian is available by special request to assist with clean-up for \$150. Use of the church custodian must be pre-arranged.
16. Any violation of the Peace Lutheran Building Use policy will be cause to deny future use of the facility.

## **B. Insurance for Use of Building**

1. All business or organizational use of the building requires an insurance rider of \$500,000 that names Peace Lutheran Church of Plymouth.
2. Proof of insurance needs to be at Peace two weeks prior to the event. *You may mail to: 3695 County Rd 101 N. Plymouth, MN 55446 or e-mail to [peace@peaceofplymouth.org](mailto:peace@peaceofplymouth.org).*
3. The insurance coverage must cover all times the group will be using the building.
4. Individuals using the building for “life events” are not required to obtain insurance.