

ARE YOU CONSIDERING PRINCE OF PEACE AS A LOCATION FOR YOUR GROUP?

Thank you for inquiring about the possibility of utilizing our building to meet the needs of your organization. Before you make a final decision, please be aware of the following:

ANNUAL DATE & TIME RESTRICTIONS:

- Building use will not be permitted on our major religious holidays of Easter and Christmas Eve/Christmas.
- Due to our church's Christian observances, use of the building will not be permitted after 6 pm on Wednesdays during the Lenten and Advent/Christmas seasons.
- Building use will not be permitted after 6 pm on Maundy Thursday and Good Friday of Holy Week.
- If a Wedding or Funeral/Memorial Service is scheduled on a building user's day, you will be notified in advance if such an event may conflict with your use of the building.
- Large events which may require substantial use of the parking lot will not be permitted on certain days when a church event requires use of the parking lot as well, such as World Labyrinth Day on the first Saturday of May.
- The church sponsors two property work days each year on Saturdays, one in the spring and one in the fall. You will be notified of these work days as soon as they are scheduled, in order to determine if your group will be impacted.

EXPECTATIONS FOR BUILDING USERS:

- Building users will be required to sign a "Building Use and License Agreement" which includes "Terms and Conditions" and "Rules and Regulations" for building use. It may also include a Rider which may amend certain terms and conditions of building use.
- Building users will be required to supply a Certificate of Liability Insurance with the name of your group, and naming Prince of Peace as the certificate holder, in the amount of at least \$1 million per occurrence.
- Building users will be requested to identify any equipment and storage needs they require for their group.
- Building users will be required to agree to all stipulations concerning the cleaning of spaces utilized; the removal of trash/recycling; and the return of rooms to original set-up (including the return of any furniture or equipment that is utilized by a group).

Date of Request: _____

Approved/Denied: _____

INITIAL REQUEST FOR BUILDING USE PRINCE OF PEACE LUTHERAN CHURCH

Group Name: _____

Purpose of Use: _____

Main Contact Name: _____

Main Contact Phone Number: _____

Main Contact Email: _____

Requested Building Use:

- ☐ One-time Use _____
Date _____ Hours _____
- ☐ Recurring Use _____
Start & Ending Dates _____

If Recurring Building Use:

- ☐ Daily (days & times) _____
- ☐ Weekly (days & times) _____
- ☐ Monthly (days & times) _____
- ☐ Other _____

Building Use Areas Needed: _____

Anticipated Number of Attendees: _____

Anticipated Parking Needs: _____

Equipment Needed: _____