

# ST. PAUL LUTHERAN CHURCH



Thank you for your interest in using our space. We are happy to share the use of our space with you. Please provide the following information and two checks/cash to reserve our space.

**Your/Group Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

**Date & Time of Event:** \_\_\_\_\_

**Set Up Needed:** \_\_\_\_\_

**Spaces Needed:**

- Kitchen
- Classroom
- Worship Space

**Cost:** *For private gatherings (non-ministry use), a usage fee of \$100 plus \$75 cleaning deposit will be requested two weeks prior to the event for the use of the building in two separate checks/cash payments. The cleaning deposit will be returned if building is left clean.*

### OFFICE USE ONLY

**USAGE FEE RECEIVED Y / N**

DATE: \_\_\_\_\_

**CLEANING DEPOSIT RECEIVED Y / N**

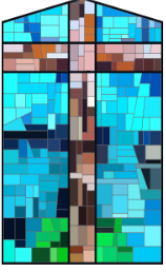
DATE: \_\_\_\_\_

**CLEANING DEPOSIT RETURNED Y / N**

NOTES:

[www.mystpaullutheran.com](http://www.mystpaullutheran.com)

**CHURCH:** 615 IOWA AVE. MARTENSDALE, IA 50160 | **MAILING:** PO BOX 290 MARTENSDALE, IA 50160  
**OFFICE PHONE:** 641.764.2752 | **PASTOR PHONE:** 515.462.0539



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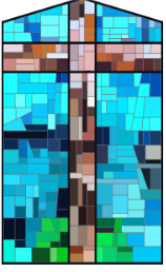


Upon receipt of a completed Building Usage Request form, a tentative “hold” will be placed. Notification will follow.

1. Arrangements for obtaining and returning keys are made with the property team.
2. **Members and regular attenders are asked to do set-up, take down and clean up of the area used.** A \$25 per hour fee will be assessed in the event excessive or unusual cleanup is required (after the event) along with the cleaning deposit not being returned.
3. We encourage the use of rooms as they are set up. Rooms must be returned to the original layout. We also encourage the use of the kitchen for use with events that involve food!
4. The church’s kitchenware may be used for your event (i.e, metal silverware, serving platters, bowls); the paper products in the kitchen may be used for church/ ministry events, but will need to be provided by the party hosting a non church/ ministry related event (i.e., plates, napkins, 2tyrofoam cups, plastic silverware).
5. **ABSOLUTELY NO:**
  1. alcoholic beverages on church property
  2. smoking in the church building
  3. food or drink on the stage or tech areas.
  4. taking church equipment from the premises for personal use (includes all tables and chairs, without permission)
  5. moving of platform, liturgical/musical furniture without permission
  6. kicking of balls in the building
  7. rollerskates or skateboards
  8. crafting material smaller than ¼” (i.e., glitter)
6. The church will not be responsible for personal property left in the building.
7. Tape or string can hang decorations; tape must be removed completely.
8. Candles may only be used with great caution – wax leaves residue on the carpet.
9. **Ministry leaders must provide for adult supervision of children during an event held in the building. Rooms used for childcare must also be requested and approved before the event.**
10. Saturday evening events must be cleaned up, finished, and out of the building by 10:00 pm.
11. When leaving the building, please follow the lock-up procedure listed below.

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## LOCK-UP PROCEDURE

The last person in the building should be the ministry leader/ person who requested the use of the building for the event. To lock and secure the building, please follow this procedure:

1. Make sure to clean the areas used with the cleaning supplies located in the closet behind the tech desk to get your cleaning deposit back.
2. Lights in the bathroom turn off automatically; there are no switches for these lights.
3. Turn off all lights in the areas used.
4. Lock all exterior doors
5. There is a toggle switch above each of the sets of automatic doors (the ones to the left as you face out) at the front entrance. Make sure it is in the middle or off position when you leave. If this is not done and someone tries to open the doors by pushing on the open buttons when the doors are locked, it will create strain on the mechanism and may cause them to fail. Note that the toggle switch on the exterior door is on the right hand side of the mechanism (the big black box above the doors), and on the left side of the interior doors.
6. Double check that doors are locked by pulling on them before you leave. If they do not lock, please contact church staff before leaving!
7. If you need to return a key, please follow directions discussed when arrangements for the key were made.

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