

**LUTHERAN CHURCH OF THE MASTER
FACILITY USE REQUEST FORM**

Lutheran Church of the Master (LCM) will permit, free of any rental payments, the use of its facilities when the building is open. A fee will be assessed for use before or after regular building hours. See the back of this form for building hours and fees. **Applications should be submitted a minimum of 30 days prior to use.** Deliver all applications to the church office receptionist (2617 S. 114th Street, Omaha, NE 68144). All requests are subject to cancellation based on LCM ministry needs.

Please either type or print in blue/black ink.

Group or Individual Name: _____ hereby makes application for use of church facilities below:

_____ Use for one time/event only.

_____ Continuous use request – This request will need to be renewed annually

Requested facility location:

East Campus(114th & Center): _____ West Campus(180th & Dodge) _____ No preference _____

From: _____ a.m./p.m. Day: _____ Date: _____

To: _____ a.m./p.m. Day: _____ Date: _____

Event/meeting purpose: _____

Is this a non-profit organization? ____ Yes ____ No

Are you planning on charging any fees? ____ Yes ____ No

Please explain. _____

Estimated Attendance: Number of adults _____ Number of youth _____

The contact person below is a member of the above stated group and will be in attendance at this event for the entire period. I agree to assume financial responsibility for any damage to facilities or equipment resulting from our church use.

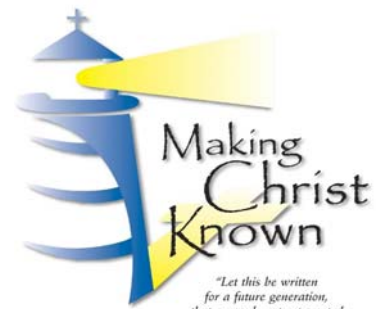
Signature _____ Print name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

REPLACEMENT, REPAIR

Actual cost of repair or replacement will be charged for damaged facilities, property or equipment.



--- CONTINUED ON BACK ---

CHURCH REGULATIONS

1. **No smoking and no alcoholic beverages on church property, which includes the parking lot.**
2. Use or movement of LCM soundboard, musical equipment and other equipment must be approved. Arrangements must be made for operation or training on all requested equipment.
3. Only not-for-profit groups may use the church facilities. Any group or business charging admission or entry fees may not use the church facilities. This includes events held for personal gain.
4. Each group is responsible for leaving the building in a reasonable state of cleanliness and order.
5. The church reserves the right to cancel a reservation made by an outside group.
6. Disclosures must be made to LCM regarding any situation or activity that would put LCM or its parishioners at risk.
7. Reservations that do not fall within LCM regular building hours (see below) will be assessed a fee. This fee pays for a Lutheran Church of the Master Event Host to unlock and/or lock the church facilities. The Event Host will be present in the building to assist with needs that may arise. The fee is \$20 plus \$15 multiplied by the number of hours the building will be used. (Example: The fee for three hours of usage would be \$65) Checks should be written to Lutheran Church of the Master and received in the church office two weeks before the event.

East Campus building hours: Mon-Thurs 8 a.m.-9 p.m.; Fri 8 a.m.-4:30 p.m., Sat 8:30 a.m.-6:30 p.m.; Sun 7 a.m.-2 p.m.

West Campus building hours: Mon & Fri 8 a.m.-4:30 p.m.; Tues-Thurs 8 a.m.-4:30 p.m. & 6 p.m.- 9:30 p.m.; Sat 8 a.m.-12:30 p.m.; Sunday 8 a.m.-2 p.m.

I have read and understand these policies. By signing, I agree to be responsible for all damages. I understand this reservation form is subject to approval by the church staff and/or church council.

_____ Name

_____ Date

FOR CHURCH USE ONLY

Date received: _____

Received by: _____ Position: _____

LCM Staff Approval (as needed:) _____ Date: _____

Board of Trustees Approval (as needed): _____ Date: _____

After form completion and approval:

_____ Copy of church use form provided to the appropriate LCM staff prior to use.

_____ Facility Request Form for room/equipment request and set up provided.

_____ Facility Request Form for room/equipment request and set up received.

