

Completing this form does not guarantee use of our facility.
Your application will be reviewed and a church representative will contact you within the next 30 days.

APPLICANT INFORMATION

Check One:

- Member - Individual Member - Organization Non-member - Individual
 Non-member - Organization St. John's Employee/Staff St. John's Ministry Partner

If organization, group name: _____

Name of Event Organizer / Contact _____ Today's Date _____

Address _____ City _____ State _____ ZIP _____

Phone (day) _____ Phone (evening) _____ Best Contact Time _____

Email _____

Name of St. John's Staff Contact _____

ABOUT THE EVENT

Event Name _____

Event Description _____

Date(s) - From: _____ To: _____

Set-Up Start Time*: _____ Event Start Time: _____ Event End Time: _____ Clean-Up End Time*: _____

If ongoing event: Frequency: _____ Day(s) of Week: _____ Number of People Attending: _____

**This is when doors will be unlocked/locked.*

Will the use of the church facilities result in income or profits to the requestor? Yes No

If yes, details: _____

ALCOHOL

- Will your event have alcohol available for consumption or sale? Yes No
Any use of alcohol during an event must be approved by the Church Council. This process may take up to 30 days.
- Will you be selling alcohol at the event? Yes No
If yes, please note that permits must be received from Police Department and a copy given to the church at least 14 days prior to your event. Visit www.abc.ca.gov for more information on obtaining an alcohol permit.

WHICH CHURCH FACILITIES WOULD YOU LIKE TO USE?

Check all that apply.

	ROOM	CAPACITY	MEMBER USE 8:00AM-5:00PM	MEMBER USE AFTER 5:00PM	NON-MEMBER USE 8:00AM-5:00PM	NON-MEMBER USE AFTER 5:00PM
	Goethe Hall	240	\$100	\$100	\$300	\$400
	Goethe Hall Loft	35	\$75	\$75	\$100	\$100
	Oehler Hall North	103	\$80	\$80	\$250	\$300
	Oehler Hall South	90	\$80	\$80	\$200	\$250
	Oehler Hall N&S	193	\$125	\$125	\$400	\$500
	Goethe Kitchen	----	\$50	\$50	\$150	\$200
	Gedestad Kitchen	----	\$75	\$75	\$225	\$275
	Sanctuary	500	\$150	\$150	\$600	\$700
	Courtyard	40	\$50	\$50	\$100	\$100
	Bethany	12-15	\$30	\$30	\$50	\$50
	Cana	10	\$30	\$30	\$50	\$50
	Music Room	40	\$30	\$30	\$50	\$50
	Parking Garage (Sat/Sun only)	280	\$0	\$0	\$50	\$50

STAFFING CHARGES

\$25/hour up to 8 hours; \$37.50 for each additional hour or portion thereof. Ratio of 1 staff person per 50 people.

OPTIONAL GOODS & SERVICES

Check all that apply. Please indicate how many you will need of each item.

	ITEM	PRICE/UNIT	QUANTITY	COST
	60" Round Table with Chairs (seats 8)	\$5		
	6' Rectangular Table with Chairs (seats 8)	\$7		
	4'x2' Serving Table	\$5		
	Table Linens (If damaged, \$15 replacement charge per tablecloth)	\$2.50		
	Beverage Service for up to 30 guests (coffee/tea, lemonade, ice water)	\$20		
	Additional Beverage Service (for more than 30 guests)	\$1/person		
	Paper Products (cups, plates, napkins)	\$2/person		
	A/V Cart (Bluray/DVD player/projector)			
	Audio/Visual Assistance (3 hour minimum) Required for use of sound board in the Sanctuary	\$50/hour		
		TOTAL:		

ST. JOHN'S MINISTRY PARTNER RATE

\$700 for an event that includes a rehearsal, the Sanctuary and Oehler Hall. The parking garage is included for the event.

___ Check if this applies to you.

PLEASE READ AND INITIAL THE FOLLOWING STATEMENTS

FEES & DEPOSITS

- _____ Fees for each event will be paid in full no later than two (2) weeks prior to the scheduled date. Failure to pay event fees timely and in full may result in the loss of the reservation.
- _____ **A security and damage deposit of \$200 is required for non-member use of the facilities** and must be paid prior to an event being placed on the church calendar. If it is determined after the event that no damage has occurred, no additions were made to the requests outside of this agreement on the day of the event, and the rooms utilized were vacated at the agreed upon time, the full amount will be returned within 15 business days. If damage has occurred, the funds will be applied to repairs. Any additional costs will be charged to the Event Organizer. Any excess will be returned.
- _____ **A janitorial deposit of \$100 is required for non-member use of the kitchen facilities.** If it is determined after the event that the kitchen facilities were left in the condition delivered, the full amount will be returned within 15 business days. If additional cleaning is required, the entire deposit will be applied to janitorial costs.

AUDIO/VISUAL EQUIPMENT

- _____ Limited audio/visual and multimedia equipment may be available for use but is subject to availability of equipment and staff. The use of the A/V system in the sanctuary requires assistance provided by *The Right Sound* at \$50/hour for a minimum of 3 hours. You can contact *The Right Sound* by calling 916.719.1873.

INSURANCE & LIABILITY

- _____ St. John's is not legally responsible for the misconduct of participants at an event that is not sponsored by St. John's or in direct connection with its ministries or worship services. The Event Organizer or outside group will be responsible for the liability arising from the event. Each organization must show proof of liability insurance and will name St. John's Lutheran Church as an additional insured.

Please attach a copy of your Liability Certificate to this form.

- _____ Will music be performed at this event? Yes No
If yes, organizer must provide copyright permissions in writing 14 days prior to the event.

- _____ The Event Organizer's signature(s) below indicates an understanding of and agreement to be bound by the Church policies regarding the use of facilities, including but not limited to, the obligation to repair, clean, and/or replace church property damaged during the above mentioned event scheduled to be held on St. John's Lutheran Church property.

Event Organizer/Contact Signature _____ **Date** _____

Once submitted, Facility Use Forms will be reviewed and approved by the appropriate church staff. Once an event has been approved, it will be listed on the church calendar (www.stjohnslc.org/calendars), and the Event Organizer will be notified by email or phone.

FOR OFFICE USE ONLY

Reviewed by (initialed by appropriate staff member): Admin _____ Property _____ Music _____

Action: Approved Denied Further Consideration Required

Are fees required? Yes No

Authorized by: _____ Date: _____
Director of Resources & Administration or Senior Pastor

Council Approval for Alcohol Rec'd Date: _____ N/A

Liability Certificate Rec'd Date: _____ N/A

Copyright Notification Rec'd Date: _____ N/A

FEES

DESCRIPTION	AMOUNT	DUE BY
Security Deposit (payment required for event to be added to church calendar)		
Janitorial Deposit (required for non-member use of kitchen facilities)		
Room Rental Fees		
Optional Goods & Services		
Staff Fees		
Other		
TOTAL:		

*Fees for each even must be paid in full no later than 2 weeks prior to the scheduled event date.
 Failure to pay fees timely and in full may result in the loss of the reservation.*

PAYMENTS

PAYMENT AMOUNT	DATE	REC'D BY	FORM OF PAYMENT	CHECK #