

ST. PETER LUTHERAN CHURCH
PARISH HALL & GYM USE POLICY (Revised 3/14/2017)

Any authorized use shall support the Christian mission of this Congregation.

It is the wish of St. Peter Lutheran Church for all users to enjoy our facilities during their special event. It is also to wish for all users to abide by the following policy:

- Use of facilities must be scheduled and approved by the Church Council. Approval shall authorize use of parking areas, Parish Hall & Gym. Approval shall not authorize access to the Sanctuary, Pastor's Office or Secretary's office. Call the church office at 512-863-5600 during normal business hours to reserve the parish hall or gym. Anticipate up to two weeks for Council approval.
- Fees for use of facilities are as follows:
 1. Free-will offering for all member usage of the building.
 2. \$100.00 cleaning deposit is required prior to receipt of keys.
- User has inspected and accepts facilities in 'as-is' condition before rental.
- St. Peter is not responsible for any accidents.
- Smoking in Parish Hall or Gym is prohibited.
- Alcoholic beverages prohibited in facilities.
- Recreational gym equipment is for proper gym use only.
- No skates, skateboards, inline skates, bicycles, tricycles, etc. are allowed in gym or hall.
- Users of facilities are responsible for the following items:
 1. Lock up after use. (Place key in office wall slot.)
 2. Clean up areas that have been used.
 3. Place all garbage in bags and move to disposal area behind the church.
 4. Flush all toilets.
 5. Turn off all faucets.
 6. Remove left-over food, including from refrigerator and kitchen areas.
 7. Clean kitchen equipment, dishes and utensils; return to original locations.
 8. Wash and return soiled kitchen linens.
 9. Sweep and mop kitchen floor.
 10. Return chairs, tables, and recreational equipment to their proper place.
 11. Turn off lights inside building.
 12. Return heater or A/C equipment to original settings.
- User is responsible for all damages to facilities and missing kitchen dishes or utensils.
- After confirmation by St. Peter Lutheran Church that the above rules have been met, the deposit will be mailed to the user within two weeks following the event.

ST. PETER LUTHERAN CHURCH
PARISH HALL & GYM USE AGREEMENT & RECEIPT (Revised 3/14/2017)

I have read the 2017 building use Policy and agree to abide by these rules. Requested use of the Parish Hall & Gym will begin on or about

_____ (AM / PM) on ____/____/____ (M/D/Yr) and will end on or about

_____ (AM / PM) on ____/____/____ (M/D/Yr). About ____ guests are expected to attend the event.

Purpose of use: _____

____ I am a member in good standing at St. Peter, and will provide agreed deposit before the event.

To be completed by church office		
Amount due: \$_____ Rental + \$_____ Deposit		
Amount received by check \$_____ and/or by cash \$_____		
on ____/____/____ (M/D/Yr) and received by St. Peter authorized representative:		
_____	____/____/____	_____
Printed name	Date	Signed initials
Key issued to: _____	Key Returned to: _____	
Issue date: ____/____/____	Return date: ____/____/____	

Signature of user: _____

Address: _____

Home Phone Number: (____) _____ - _____

Mobile Phone Number: (____) _____ - _____