

CHRIST LUTHERAN CHURCH

PO Box 123 - 510 Germain St.
Somerset, WI 54025
phone 715.247.3341 fax 715.247.2117

APPLICATION FOR BUILDING USE

Please PRINT Clearly

Today's Date _____ Event Date _____ Start Date _____

Hours Needed _____ to _____ Day(s) of the Week _____

Name of Organization _____ Use _____

Contact Name(s) _____ # Participants _____

Address _____

Additional contact information may be added to the back of this form.

City _____ State _____ ZIP _____

Phone # (____) _____ Cell # (____) _____ Cell # (____) _____

Email(s) _____ / _____

Building Spaces Requested (Please mark each space needed)

Sanctuary _____

Kitchen _____

Upper Fellowship Hall _____

Lower Community Room _____

Classrooms _____

Outside / Yard _____

Equipment Requested

DVD / Projector _____

TV / VCR _____

Piano / Organ _____

Sound System _____

Folding Chairs _____

Tables _____

Coffee Maker _____

Lectern _____

Documents

Site Plan _____ Certificate of Insurance _____ Kitchen Use Form _____
(caterers/for profits)

Signature of Use Applicant _____ Date _____

Applicable Fees \$ _____ (determined by fee schedule and Building and Grounds)

Approved by _____ Date _____

Key Issued _____ Date _____

**Christ Lutheran Church
Kitchen Use Policy**

We agree to the following:

- Be familiar with the use of the kitchen equipment. If you need assistance or training, please indicate on the Building Use Form.
- To ensure safety, all groups will be supervised.
- Clean and return all dishes, pans, silverware to proper locations. (Locations are clearly marked on the drawers and cupboards.)
- Clean and wipe down major equipment such as stove, dishwasher, countertops, etc.
- Dispose of all trash in lined garbage cans. For food waste, use the garbage disposal. Recyclables in proper containers.
- Wash all towels and linens and return to the church.
- Please take home any unused food. Any extra non-perishables and canned goods may be donated to the Food Shelf (leave in cart in Narthex).
- If you are leaving food for another event, please mark it well with date and store properly.
- Wipe down tables and chairs and any large spills on the carpet or floors.

Signature _____ Date _____

Event _____