



Stirred by the Spirit to learn, follow, and serve.

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FACILITY USE REQUEST FORM

- Complete and return to the church office property manager;
- You may list more than one room if day and time are identical for each room;
- You will receive confirmation upon approval of your request.

Today's Date: _____ Event Name: _____

Name: _____ Day Phone: _____ Evening Phone: _____

Address: _____ City/State: _____ Zip Code: _____

Email: _____

Approximate Number of People: _____ Event Day / Date(s): _____

One-Time Usage? Yes No Recurring Usage? _____
once per week, once per month, etc.

Event Start Time: _____ Event End Time: _____ Setup Hours: _____ Cleanup Hours: _____

Number of Room(s) Needed: _____ Equipment Needed: _____

I acknowledge it is my responsibility to follow the Facility Use Policy and Guidelines on the reverse of this sheet:

Signature: _____ Date: _____

CHURCH OFFICE USE ONLY

Staff Approval: _____ Reservation #: _____ Date of Approval: _____

Loaner Key #: _____ Date Released: _____ Date Returned: _____

Diamond Lake Ministry Sponsor (No Facility Charge) ? Yes No

Ministry Contact Person: _____ Phone Number: _____

Facility Rental Rate Amount: _____ Date Received: _____ Check #: _____

Custodial Fee Rate Amount: _____ Date Received: _____ Check #: _____

Facility Rental, make checks payable to: Diamond Lake Lutheran Church
Custodial Fee, make check out to the individual custodian

FACILITY USE POLICY

Diamond Lake Lutheran Church has been blessed by the Lord with wonderful grounds and facilities with which to serve Him. It is the church's desire to share this blessing with its members and those in our community. Growing ministries and a growing church family has necessitated the adaptation of these guidelines in order that all facilities may be used and enjoyed to the fullest extent with maximum efficiency. The following scheduling priorities have been established and will govern all decisions concerning the use of any and all facilities:

1. The first purpose and priority of our building is to serve the church body as a whole. Church-wide activities will always be given top priority for building use. In some cases such activities may bump previously scheduled events to another area of the building or, in rare occasions, to another date.
2. Our second scheduling priority will be the regular ongoing activities of the church's recognized ministry groups (youth, choirs, etc.).
3. The church does not rent any of its facilities or equipment for any commercial, for-profit activities (IRS Code, Section 501 {c} {3}). However, it is our desire to serve the community and thus, under special conditions, its facilities may be available for non-church activities. These activities must be officially scheduled and then sponsored by an active adult member (age 21 or older) of Diamond Lake Lutheran Church. Such activities will be approved through the church office on a space available basis. The sponsoring member is expected to be present at the activity, accept responsibility for proper cleanup, and adhere to the Facility Use Guidelines.
4. Only the Director of Music and / or the church Organist may grant permission to use the organ or any of the pianos in the sanctuary.
5. All requests for scheduling must be made by completing the proper forms and must be coordinated by our Office Administrator.
6. The Council, Staff and Property Committee will consider any additional, deserving exceptions to these rules.

FACILITY USE GUIDELINES

1. Security lockup is 10:00 p.m. Special arrangements should be made if your activity will conclude later than 9:45 p.m.
2. **YOU ARE RESPONSIBLE FOR THE SETUP AND CLEANUP OF YOUR EVENT.**
 - ◆ Loaner keys for a facility and / or room are available to Diamond Lake members.
 - ◆ Tables and chairs may not be moved from one room to another without prior authorization.
 - ◆ Tables and chairs may be rearranged within the same room, but should be returned to their original location and position. Often another event will follow yours that requires the original setup.
3. Food is allowed in designated areas only. Please help enforce our food policy with your guests.
4. No alcoholic beverages and / or illegal drugs are allowed in our facility or on the grounds.
5. Smoking is prohibited everywhere inside the church building.
6. You are responsible for the repair or replacement of any equipment and / or facilities that may become damaged during your use.
7. **YOU ARE RESPONSIBLE FOR THE CLEANUP AFTER YOUR SCHEDULED EVENT.**
 - ◆ Utensils are to be cleaned and properly stored.
 - ◆ Tables and counters are to be wiped down.
 - ◆ Floors are to be vacuumed or swept.
 - ◆ Trash is to be picked up and put in trash cans. Please do not remove full liners from trash cans. Just leave them in the cans for the custodians. Liners can leak on the floor if removed from cans.
8. If you do not want to be responsible for items under Numbers 2 or 7 above, you may choose to pay a custodial fee. The amount of this fee will depend upon the size and number of rooms used and the number of people present.