

## First Lutheran Downtown MEMBER Facility Use Request Form

*Please return completed form to the church office at least one week prior to your event and as far in advance of the date(s) requested as possible to secure your reservation. A deposit is required to reserve any area of the facility. The deposit is due at the time the Facility Use Request Form is submitted.*

Today's date: \_\_\_\_\_

Name of Person making request: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Day of event: \_\_\_\_\_

Do you need access to the building prior to event to decorate, etc.? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Time you plan to enter, unlock and disarm building: \_\_\_\_\_

Start time of event: \_\_\_\_\_

End time of event: \_\_\_\_\_

Time you plan to leave, lock, and rearm building: \_\_\_\_\_

Is this an open-invitation event you want to be publicized? Yes \_\_\_\_\_ No \_\_\_\_\_

Room(s) of the church you are requesting: (check all that apply)

- Sanctuary
- Chapel/small kitchen
- Fellowship Hall/large kitchen
- Meeting rooms
- Other: \_\_\_\_\_

How many people are estimated to be in attendance? \_\_\_\_\_

Have you used the church facilities previously? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you need key access to the building? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, please schedule a time with the Office Administrator to pick up the key and security code between the hours of 8:00 a.m. - 12:00 p.m. Monday- Thursday.**

### **Audio, Video and Streaming Technology**

Our audio-video technology equipment in the sanctuary (sound system, computer and projectors, cameras and streaming equipment) may only be operated by First Lutheran staff or tech team volunteers trained in its operation. If no staff or tech team volunteer is available and agrees to operate the equipment, it cannot be used.

If your event will be in the sanctuary and you want any of this technology, please complete the appropriate Audio, Video and Streaming Fee Package request in the fee schedule section on page 2 and the office administrator will contact our tech team to ask if anyone is available to operate the equipment. If no one is available, you will not be charged that fee.

You must supply material to be projected on a USB flash drive in a format that will run on a Windows operating system computer. The sanctuary computer does not have a CD/DVD drive. Connecting your personal computer to the sanctuary projection equipment is prohibited.

### **Sanctuary Instruments**

Do you need to use any of our musical instruments? If so, what?

- Organ
- Piano
- Drums
- Keyboard (*NOTE: this instrument is only available if one of the technology packages is selected*)

The use of any of First Lutheran's musical instruments for performance or practice must be approved by First Lutheran's Music Coordinator

### **Accompanist**

First Lutheran accompanists set their own fees which are payable directly to them prior to the event.

### **Space Setup**

You are responsible for any space setup needed for your event and for returning the space to how it was set up prior to your event. Microphones and stands are the only equipment in the sanctuary that may be moved. These must be returned to their original positions at the conclusion of your event. No other equipment may be moved.

### **NOTE**

There can be no unattended children in the facility at any time. You are responsible for providing parental or professional childcare. **Any damage** will be billed to the person or organization above for immediate payment.

## **Audio, Video and Streaming Fee Packages**

As stated above, use of audio-visual technology in the sanctuary is dependent on the availability of First Lutheran staff or tech team volunteers to operate the equipment. To request audio-visual technology, please select the technology package you would like, and our Office Administrator will contact staff and volunteers to determine if we can accommodate your request. Once the availability of staff or volunteers has been secured the Office Administrator will reach out with confirmation.

1. Operating sound system, \$50.00 per hour.  
Hours needed: \_\_\_\_\_ Total cost: \_\_\_\_\_
2. #1 above plus operating computer and projector to run presentation, \$150.00 per hour.  
Hours needed: \_\_\_\_\_ Total cost: \_\_\_\_\_
3. Everything listed above plus operating cameras and live streaming, \$200.00 per hour.  
Hours needed: \_\_\_\_\_ Total cost: \_\_\_\_\_

### **Fee Breakdown:**

- Payable to First Lutheran Church:  
Key deposit: \$ 25.00 (refundable upon return of key)  
Facility reservation: \$ 50.00 (refundable upon return of key)  
Total: \$ 75.00
  
- Audio, video, streaming fee, payable to person who will be operating the equipment: \$ \_\_\_\_\_

- Accompanist fees are set by the accompanist and are payable directly to that person prior to the event.

Payment of all fees is due one week prior to your event. Key deposit and facility reservation deposit are refundable and will be returned to you when you return the key.

If the event must be canceled by you or because of an unplanned First Lutheran Church scheduling requirement (e.g., funeral), other fees, if any, will be refunded.

By signing below, you agreed that the above information is accurate, and requirements are understood.

Name of Person signing this request: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: home: \_\_\_\_\_ work or cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please return to Office Manager either by email: [flcsj302@gmail.com](mailto:flcsj302@gmail.com), mail or in person at  
First Lutheran Church  
302 S. 10<sup>th</sup> St. Saint Joseph, MO 64501

The Office Administrator will be in contact with the member for approval once the form has been processed.

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For office use

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date approved: \_\_\_\_\_ Pastor's signature: \_\_\_\_\_

Date approval confirmed with applicant: \_\_\_\_\_ Confirmed by: \_\_\_\_\_

Deposit Information

Date received \_\_\_\_\_ Received by \_\_\_\_\_ Check No. \_\_\_\_\_

Date returned \_\_\_\_\_ Returned by \_\_\_\_\_ Check No. \_\_\_\_\_