

ST. PAUL LUTHERAN CHURCH & SCHOOL

ROOM, EQUIPMENT, & RESOURCES RESERVATION FORM

1. Check with secretary in the Church/School office before making requests to make sure there are no other conflicts.
2. Fill out form and return it to the Church/School Office.
3. A copy of this form will be returned to you to confirm your room request.

NAME of Group/Contact Person (*printed*): _____ TODAY's Date: _____

EVENT _____ Include map in online calendar for guests? Yes/No

Optional DETAILS for description _____

Day(s)	Date(s)	SETUP beginning time:	EVENT beginning time: (shown on SPL Website Calendar)	EVENT end time (including clean up):

Responsibilities when using St. Paul facilities:

1. Contact the Superintendent of the Board of Parish Properties if furniture is to be moved.
2. Wipe the tables if food has been served.
3. Leave the kitchen in a clean and ready-to-use condition.
4. Round tables, folding school lunch tables, and green stacking chairs are NOT to be removed from the building.
5. Return tables and chairs to the usual floor arrangement or storage area.
6. Put all trash in plastic bags (stored in maintenance room next to the elevator) and place in outside dumpster marked garbage.
7. Check the restrooms (for people & running water) before leaving.
8. Check all outside doors to make sure they're locked.
9. Turn out ALL lights.

RESPECTFULLY WORKING TOGETHER WE CAN CONTINUE TO USE & MAINTAIN THESE FACILITIES FOR THE GLORY OF GOD!

Room(s)/Area Requested:

- _____ Church – Childcare (Cry) Room
- _____ Church – Gathering Hall
- _____ Church – Sanctuary
- _____ Church Undercroft – Basement
- _____ Church Undercroft – Choir Rm 110
- _____ Church Undercroft – Kitchen
- _____ Classroom - _____
- _____ Classroom - _____
- _____ Computer Lab 124
- _____ Conference Rm – West (Ch Office.)
- _____ Conference Table Located in
(Church Workroom Open Area)
- _____ Conference Rm – Archives Rm 367
- _____ FLC (Family Life Center)
- _____ FLC Kitchen 355
- _____ Gym 154
- _____ Gym Locker Rooms

- _____ Library (IMC) 127
- _____ Outdoor Parking – Lower Lot
- _____ Outdoor Parking – Upper Lot
- _____ Outdoors – Ball Diamond
- _____ Outdoors – Soccer Field
- _____ Outdoors – West Lawn of Church
- _____ Quilting Room 368
- _____ Welcome Center
- _____ Workroom 340
- _____ Youth Room 147

Equipment Requested:

- _____ Chairs – Folding
- _____ Chairs – Stacking (Green or Tan)
- _____ Gym Equipment
- _____ Media – Church Audio
- _____ Media – Church Video
- _____ Media – Classroom Smartboard
- _____ Media – FLC Audio/Video Syst.

- _____ Media – Gym Audio System
- _____ Media – Portable Computer
- _____ Media – Portable Projector
- _____ Media – Portable Sound Syst.
- _____ Music – Organ
- _____ Music – Piano
- _____ Music – Stands
- _____ Podium
- _____ Other _____

- _____ Tables – Folding School Lunch
- _____ Tables – Rectangular Brown
- _____ Tables – Rectangular White
- _____ Tables – Round

Setup Assistance Requested for:

- _____ Audio
- _____ Video
- _____ Other _____

The undersigned agrees to abide by all rules and regulations controlling the use of the building and equipment that have been adopted by St. Paul Lutheran Church & School. They will see that these regulations are followed and obeyed by others, and will also assume responsibility for and make good any damage done to the building or equipment during the period of scheduled use.

I have read and understand the memo on the back of this page.

Contact Person (*signature*): _____ Phone: _____

Address: _____ Email: _____

Approved by Superintendent of Parish Properties: _____ Date: _____

MEMO: TO ALL LEADERS, BOARDS, ORGANIZATIONS, TEACHERS, GROUPS, ETC.

RE: ROOM, EQUIPMENT & RESOURCE SCHEDULING

We are all aware of the increased use of our facility, and as administrator for most of the scheduling, I would ask you to be aware of several things all of which are equally important:

1. All activities or meetings must be scheduled and reserved. Please remember — for all groups using St. Paul building facilities — an adult member (21 years of age) of St. Paul congregation must be in attendance during the entire activity/meeting. (Registration forms are available in the church/school office.)
2. Please check the calendar prior to reserving areas to avoid possible conflicts. If you are unable to check the calendar yourself (online at calendar.splgrafton.org), feel free to call the reception secretaries at the office, 377-4659, and they will be happy to help you during office hours.
3. Person or group requesting the Family Life Center Kitchen MUST have taken the kitchen training course. Contact the business manager for more information.
4. Group activities (scouts, clinics, sports, etc.) must have a connection to a St. Paul member. Please ask to see the policy for the appropriate area of the facility. If children come along they MUST stay with parent(s)/adult(s).
5. **All reservations must be re-made each year after July 1.**
6. Priority will be given to a group that needs area most. (Not necessarily first come, first serve basis.) With some cooperation, everyone can still be accommodated.
7. No tape on walls, doors, ceilings or windows, or light fixtures. Only tape approved by maintenance department may be used on gym or other floors.
8. If a key or fob is needed, please contact the church/school office. After your function, return key/fob by placing it in the drop box by the reception office door. (It must be returned by the following day.) If the fob or key is lost, you will be charged for the lost item and for any locks that need to be re-keyed. You are also responsible to make sure all outside doors are locked before leaving the premises.
9. Areas used are expected to be cleaned. If area is not cleaned and these rules are not followed, the Board of Parish Properties will decide if that group is eligible for future use of our facility.
10. No skates, roller blades, skateboards, bicycles, etc. are allowed in school or school. No animals are allowed unless approved by special circumstances such as service animals.
11. Questions? Please ask. Do not assume.

*Superintendent of Parish Properties (ext 142)
Board of Parish Properties*

Office Use: *Rev. June 2020*

Original stays in office

Copies to _____ Supt. of Parish Prop. *for approval*
_____ Principal, Music Director, Kitchen Staff, Business Manager, etc. as required
_____ Contact Person for the event after approved