

St. Paul Lutheran Church & School

Room, Equipment, & Resources Reservation Form

1. Check with receptionist in the Church/School office 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 & DETAILS for description _____

Day(s)		
Date(s)		
SETUP time:		
EVENT begin time:		
EVENT End time:		
Exterior Door Need Unlocked?	<input type="checkbox"/> Carport <input type="checkbox"/> School Ent. <input type="checkbox"/> None	<input type="checkbox"/> Carport <input type="checkbox"/> School Ent. <input type="checkbox"/> None
*Ext. Door UNLOCK time:		
*Ext. Door LOCK time:		

- Responsibilities when using St. Paul facilities:*
1. Contact facilities staff 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 & 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 verify they are locked.
 9. Turn out ALL lights

**For security, choose the least amount of time an ext. door is unlocked.*

<p>Room(s)/Area Requested:</p> <input type="checkbox"/> Church – Childcare (Cry) Room <input type="checkbox"/> Church – Gathering Hall <input type="checkbox"/> Church – Sanctuary <input type="checkbox"/> Church – West Narthex Entry <input type="checkbox"/> Church Undercroft – Basement <input type="checkbox"/> Church Undercroft – Choir Rm 110 <input type="checkbox"/> Church Undercroft – Kitchen <input type="checkbox"/> Classroom - _____ <input type="checkbox"/> Classroom - _____ <input type="checkbox"/> Computer Lab 124 <input type="checkbox"/> Conference Rm – Front Office 331 <input type="checkbox"/> Conference Rm – Workroom 350 <input type="checkbox"/> Conference Rm – Archives 367 <input type="checkbox"/> FLC (Family Life Center) <input type="checkbox"/> FLC Kitchen 355 <input type="checkbox"/> Gym 154 <input type="checkbox"/> Gym Locker Rooms	<input type="checkbox"/> Library (IMC) 127 <input type="checkbox"/> Outdoor Parking – Lower Lot <input type="checkbox"/> Outdoor Parking – Upper Lot <input type="checkbox"/> Outdoors – Ball Diamond <input type="checkbox"/> Outdoors – Soccer Field <input type="checkbox"/> Outdoors – West Lawn of Church <input type="checkbox"/> Quilting Room 368 <input type="checkbox"/> Welcome Center/Carport <input type="checkbox"/> Workroom 340 <input type="checkbox"/> Youth Room 147 <p>Equipment Requested:</p> <input type="checkbox"/> Chairs – Folding <input type="checkbox"/> Chairs – Stacking (Green or Tan) <input type="checkbox"/> Gym Equipment <input type="checkbox"/> Media – Church Audio <input type="checkbox"/> Media – Church Video <input type="checkbox"/> Media – Classroom Smartboard <input type="checkbox"/> Media – FLC Audio/Video Syst.	<input type="checkbox"/> Media – Gym Audio System <input type="checkbox"/> Media – Portable Computer <input type="checkbox"/> Media – Portable Projector <input type="checkbox"/> Media – Portable Sound Syst. <input type="checkbox"/> Music – Organ <input type="checkbox"/> Music – Piano <input type="checkbox"/> Music – Stands <input type="checkbox"/> Podium <input type="checkbox"/> Other _____ <input type="checkbox"/> Tables – Folding School Lunch <input type="checkbox"/> Tables – Rectangular Brown <input type="checkbox"/> Tables – Rectangular White <input type="checkbox"/> Tables – Round <p>Setup Assistance Requested for:</p> <input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> Other _____
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The undersigned agrees to abide by all rules and regulations controlling the use of the building and equipment adopted by St. Paul Lutheran Church & School. They will see these regulations are carried out and obeyed by others, and will also assume responsibility for, & make good for any damage done to the building or equipment during the period of scheduled use. I have read & understand the memo on the back of this page.

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

Address: _____ Email: _____

Approved by Facilities Management: _____ Date: _____

Respectfully working together, we can continue to use & maintain these facilities for the glory of God!

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 the 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 and garbage emptied after use. 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.

Jim Lindsay
Facilities Manager

Office Use: *Rev. Sept. 2021*

P:\Forms\Room Reservation Form 2021b.docx

Original stays in office

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