St. Paul Lutheran Church & School

Room, Equipment, & Resources Reservation Form

1. Check the online calendar or call the office to make sure there are no conflicts.

2. Fill out form and return it to the Church/School Office or email completed form to meagan.steinke@splgrafton.org

3. A confirmation email (or phone call if no email is provided) will be sent once your reservation is complete.

NAME of Group/Contact Person *(printed)*:

TODAY’s Date:

*EVENT &* DETAILS for description:

|  |  |  |
| --- | --- | --- |
| **Day(s)** |  |  |
| **Date(s)**  **\**MM/DD/YY*\*** |  |  |
| **SETUP time:** |  |  |
| **EVENT begin time:** |  |  |
| **EVENT End time:** |  |  |
| **Exterior Door Need Unlocked?** | Carport  School Ent.  None | Carport  School Ent.  None |
| **\*Ext. Door UNLOCK time:** |  |  |
| **\*Ext. Door LOCK time:** |  |  |

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

*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 off ALL lights**

***Room(s)/Area Requested:***

Church – Childcare (Cry) Room

Church – Gathering Hall

Church – Sanctuary

Church – West Narthex Entry

Church Undercroft – Basement

Church Undercroft – Choir Rm 110

Church Undercroft – Kitchen

Classroom - (Specify)

Classroom - (Specify)

Computer Lab 124

Conference Rm – Front Office 331

Conference Rm – Workroom 350

Conference Rm – Archives 367

FLC (Family Life Center)

FLC Kitchen 355

Gym 154

Gym Locker Rooms

Library (IMC) 127

Outdoor Parking – Lower Lot

Outdoor Parking – Upper Lot

Outdoor – Ball Diamond

Outdoor – Soccer Field

Outdoor – West Lawn of Church

Quilting Room 368

Welcome Center/Carport

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 (Specify)

Tables – Folding School Lunch

Tables – Rectangular Brown

Tables – Rectangular White

Tables – Round

***Setup Assistance Requested for:***

Audio

Video

Other (Specify)

**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:

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. **All groups must have an adult member (21 or older) of St. Paul congregation in attendance throughout the duration of their event**. Registration forms are located in the welcome center, school/church offices and online.

1. Always check the calendar for availability prior to submitting your room reservation. This can be done online at calendar.splgrafton.org. If you need assistance, please call the front office at (262) 377-4659 and someone will assist you.

1. Person or group requesting the Family Life Center Kitchen **MUST** have taken the kitchen training course. Contact the business manager for more information.

1. 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. All children in attendance **MUST** be supervised at all times.

1. **All recurring reservations must be re-made each year after July 1.**

1. Priority will be given to the group that needs the area most. With some cooperation, everyone can still be accommodated.

1. 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.

1. 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.

1. 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.

1. Roller skates, roller blades, skateboards, etc. are ***NOT*** allowed in school or on St. Paul grounds. Bicycle racks are available by the extended care entrance.

1. No animals are allowed on St. Paul property without prior approval. Exceptions are made for service animals.
2. Questions? Please ask. Do not assume.

David Liss Meagan Steinke

Facilities Manager Room Reservations

Office Use: *Rev. Sept. 2022* P:\Forms\Current Room Reservation Form.docx

**Original** filed in office Entered on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Copy** to \_\_\_\_\_ Facilities Manager *for approval*

**Confirmation Email/Call** \_\_\_\_\_ Contact Person/group for the event after approved