

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@splgrifton.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) <i>*MM/DD/YY*</i>		
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 off ALL lights

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

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.
2. Always check the calendar for availability prior to submitting your room reservation. This can be done online at calendar.splgrafon.org. If you need assistance, please call the front office at (262) 377-4659 and someone will assist you.
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. All children in attendance **MUST** be supervised at all times.
5. **All recurring reservations must be re-made each year after July 1.**
6. Priority will be given to the group that needs the area most. 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. 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.
11. No animals are allowed on St. Paul property without prior approval. Exceptions are made for service animals.
12. Questions? Please ask. Do not assume.

David Liss
Facilities Manager

Meagan Steinke
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