

GLORIA DEI LUTHERAN CHURCH
301 N. Lincoln Street
Redwood Falls, MN 56283
507/637-2592

Eligibility

Gloria Dei Lutheran Church welcomes the use of its facilities by members, the larger church, and non-profit public service groups whose objectives are deemed by the program staff to be fitting with those of the congregation. No member or non-member business events are eligible. Non-member personal events (anniversaries, etc.) may be approved individually by the program staff.

Scheduling

Congregational events have scheduling priority. All events shall be scheduled through the church office. To avoid conflicts, the master calendar will be kept by the church secretary. Events may be scheduled by the secretary, the pastors, other program staff or the congregational president.

Application for Use

An "Application for Building Use" form shall be filled out for special congregational events and all events sponsored by others. Applications for recurring use of the building must be renewed annually. Space needs and arrangements should be explained on the application. Under no circumstances may the Fellowship Hall partitions be moved by anyone other than the custodian. The church staff and Church Council have authority to disapprove any applications for use.

Fees

Members are not charged to use the building for personal events. Non-profit public service groups with funds available are asked to donate \$25-\$75 for janitorial services, depending on the size of the group. When the funeral, wedding, service or other congregational committees serve an event, their actual costs shall be reimbursed, plus a donation if desired. Caterers must have liability insurance to cover any damages to the building.

Equipment

Old rectangular tables and metal chairs may be borrowed, if not needed by the congregation. No upholstered chairs or new tables may be removed from the building. Borrowing of kitchen equipment or dishes must be approved by the Women of the ELCA Loaning Committee.

Conditions of Use

All groups using the building will be bound by the following conditions:

1. Building use is limited to the area requested and the restrooms.
2. Groups are liable for damage resulting from use of congregational property or

equipment.

3. Adult supervision will be provided for all events.
4. Use of tobacco products, alcoholic beverages and/or illegal drugs is strictly prohibited.
5. All rooms used shall be left in the same condition in which they were found.
6. Placement of signs, posters, etc. must be approved by the church office.
7. Use of the sound equipment must be arranged in advance.
8. Scheduled events may be altered due to funerals and other unexpected church needs.

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Application for Building Use

Date of Application _____

Name of Organization _____

Name of Contact Person _____

Mailing Address _____
Street City State Zip Code

Phone Number _____
Daytime Evening

Date of Use _____ Hours of Use _____

Room(s) Needed _____

Anticipated Attendance _____

Arrangements Needed (Please check)

_____ Chairs _____ Coffee pot(s) _____ TV/VCR

_____ Tables _____ Sound System _____ Overhead

_____ Lectern _____ Other (please specify)

For large meetings that require moving the partitions in the Fellowship Hall, please request a site plan from the secretary and mark the exact arrangement needed.

I certify that I have read the accompanying "Policy For Use of the Building and Equipment" and that I and all members of the group I represent will abide by it.

Signature _____

Title (if applicable) _____