

**PEACE LUTHERAN CHURCH FACILITIES  
REQUEST FORM**

Event: \_\_\_\_\_

Event Date/Times (Please allow for set-up & clean-up): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Guest(s) of Honor \*: \_\_\_\_\_

Event POC (If different from Guest(s) of Honor): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PLEASE INDICATE FACILITIES NEEDED:**

\_\_\_ **Sanctuary (Must be approved by the Pastor)**

\_\_\_ Narthex      \_\_\_ Kitchen      \_\_\_ Library/Conference Room      \_\_\_ Classroom

\* Is the guest(s) of honor or the parent of the guest of honor, if a minor, member of Peace?

\_\_\_ Yes      \_\_\_ No

FACILITY FEES	Member	Non-Member Non-church groups	Mark "X" for Usage	Fee
<b>CLEANING DEPOSIT</b>				
Sanctuary	\$100	\$100		
Narthex	\$100	\$100		
Kitchen	\$100	\$100		
<b>USAGE FEE</b>				
Sanctuary	\$0.00	\$200		
Narthex	\$0.00	\$100		
Kitchen	\$0.00	\$75		
			<b>TOTAL</b>	

*For Non-Member/Non-Church sponsored groups, a church member will be present as facilities supervisor at a fee of \$10.00/hour. This fee is in addition to the usage fee and must be paid at the conclusion of the event.*

*If the above party would like the facilities cleaned prior to or after its use, they may contact Kim Wilson, 804-224-9292 (H), 540-809-1598 (C) to make arrangements.*

This form can be e-mailed ([Meyerhof@crosslink.net](mailto:Meyerhof@crosslink.net)), mailed (P.O. Box 1442 King George VA 22485) or placed in the church box of Beryl Meyerhoff.

Page 2 of this document must be signed and returned with deposit and usage fees before confirmation of requested dates.

Peace Lutheran Church Facilities Usage Policy

SANCTUARY

1. A \$100.00 cleaning deposit must be paid to reserve the use of the Sanctuary (with the exception of baptisms). The date and time of the reservation will not be guaranteed without a deposit. The deposit, in whole or part, will be refunded within 30 days, if the building and grounds are restored to the same condition prior to the event as determined by the supervising member. Please make checks payable to Peace Lutheran Church.
2. For non-members and groups not sponsored by Peace:
  - a \$200.00 usage fee must be paid to reserve the use of the Sanctuary (with the exception of baptisms). The date and time of the reservation will not be guaranteed without the payment of the fee. Please make checks payable to Peace Lutheran Church. This needs to be a separate check from the cleaning deposit.
  - if pastor is not in attendance, a church member will be present as facilities supervisor at a fee of \$10.00/hour. This fee is in addition to the usage fee and must be paid at the conclusion of the event.
3. **NO FOOD OR DRINKS ARE ALLOWED IN THE SANCTUARY.**

NARTHEX

1. Unless otherwise reserved, the Narthex will be kept available for access to the Sanctuary only.
2. If the Narthex is to be reserved (be it for activities associated with the sanctuary use such as a reception, dinner, etc. or for a non-sanctuary use) a \$100.00 cleaning deposit must be paid to reserve the use of the Narthex. The date and time of the reservation will not be guaranteed without a deposit. The deposit, in whole or part, will be refunded within 30 days, if the building and grounds are restored to the same condition prior to the event as determined by the supervising member. Please make checks payable to Peace Lutheran Church. This can be combined into one check with the sanctuary cleaning fee.
3. For non-members, inactive voting members of Peace, and groups not sponsored by Peace:
  - A \$100.00 usage fee must be paid to reserve the use of the Narthex. The date and time of the reservation will not be guaranteed without the payment of the fee. Please make checks payable to Peace Lutheran Church. This can be combined into one check with the sanctuary usage fee.
  - A church member will be present as facilities supervisor at a fee of \$10.00/hour. This fee is in addition to the usage fee and must be paid at the conclusion of the event.

KITCHEN (WARMING KITCHEN ONLY!)

1. Unless otherwise reserved, the kitchen will not be available for use during the sanctuary/narthex event.
2. If the kitchen is to be reserved (be it for activities associated with the sanctuary and/or narthex), a \$100.00 cleaning deposit must be paid to reserve the use of the kitchen. The date and time of the reservation will not be guaranteed without a deposit. The deposit, in whole or part, will be refunded within 30 days, if the building and grounds are restored to the same condition prior to the event as determined by the supervising member. Please make checks payable to Peace Lutheran Church. This can be combined into one check with the sanctuary & narthex cleaning fee.
3. For non-members and groups not sponsored by Peace:
  - A \$75.00 usage fee must be paid to reserve the use of the kitchen. The date and time of the reservation will not be guaranteed without the payment of the fee. Please make checks payable to Peace Lutheran Church. This can be combined into one check with the sanctuary/narthex usage fee.
  - A church member will be present as facilities supervisor at a fee of \$10.00/hour. This fee is in addition to the usage fee and must be paid at the conclusion of the event.
4. Kitchen usage policy will be provided prior to usage.

OTHER CHURCH AREAS

1. With the exception of the restrooms, all other areas of the church are not to be entered or utilized.
2. Classrooms can be requested for use for weddings for no additional fees.
  - No alcohol or drugs are allowed on church premises. The church is a non-smoking facility.
  - Forfeiture of deposit will occur if: Facilities are not restored to the same condition it was prior to the event; Damage has occurred beyond normal wear and tear; Alcohol is consumed on church property; residue of tobacco products and/or other litter is left on site; the facilities are used for purposes other than the agreed upon event.
  - Peace Lutheran Church, its members, officers, and trustees will not be held liable for any injuries or death that may occur during the use of Peace's facilities due to the negligent behavior of the individuals involved.
  - The signed individual accepts all responsibility for any damage or destruction that may occur to any of Peace's facilities by guests.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)