



# Our Savior Evangelical Lutheran Church and School Facilities Request Form

EVENT: \_\_\_\_\_

DATE EVENT WILL TAKE PLACE: \_\_\_\_\_ HOURS OF EVENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

**(MUST BE A MEMBER OF OUR SAVIOR, present at the event start to finish, responsible for locking the building, and clean-up)**

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## THE FOLLOWING INFORMATION MUST BE COMPLETED

If required, please specify doors to which entrance needs to be unlocked/locked with times, heating/cooling needs, and any other area/room needed by checking the items below:

1) DOORS: School \_\_\_\_\_ ECC \_\_\_\_\_ Church \_\_\_\_\_

UNLOCK DOORS (Time): \_\_\_\_\_ AM/PM LOCK DOORS (Time): \_\_\_\_\_ AM/PM

**(THIS IS THE ENTIRE TIME YOU WILL NEED FOR SET UP AND CLEAN UP ALARM IS ARMED BETWEEN 10:15 P.M. AND 10:30 P.M.)**

2) CLIMATE: Heating \_\_\_\_\_ Cooling \_\_\_\_\_

3) AREA/ROOM NEEDED: (Check all that apply)

Cafeteria/Kitchen \_\_\_\_\_ Library \_\_\_\_\_ Gym \_\_\_\_\_ ECC Lobby \_\_\_\_\_ Church Conference Room \_\_\_\_\_

Other—Room# \_\_\_\_\_

**Special Request(s):**

\_\_\_\_\_  
\_\_\_\_\_

***If there are any event changes, for example, date or times, please contact Joel Hornick via email with the new information.***

**EMAIL REQUEST TO:** Joel Hornick [maintenance@oursaviorhartland.org](mailto:maintenance@oursaviorhartland.org)  
He will forward your needs to the necessary person(s) or group.

**Our Savior Evangelical Lutheran Church and School  
Board of Trustees - Building Use Guidelines**

**RESERVATION:**

1. Reservations are made by completing a "Facility Request Form" and are subject to approval.
2. Church sponsored functions take precedence. The church may cancel any reservation or find alternative room(s) when the facility is need for any critical church activity. We give as much advance notice as possible.
3. Notify the church (248-887-4300) of cancelled reservations at least 24 hours prior to the reservation date.

**REGULATIONS:**

1. The individual completing the Facility Request Form assumes responsibility for the facility outside normal business hours. This includes security of the building during and after the activity.
2. Entrance doors will be opened and locked automatically and should NOT be manually opened.
3. An adult member of the church (21 yrs. or older) must be in attendance at all times and responsible for the use of the facility and for compliance with the regulations and conditions of use.
  - a. Responsible for care/protection of equipment and property, and leave them in clean undamaged condition.
  - b. Responsible for all group members. Children should not be left unattended and must be accompanied by an adult while on the church premises.
  - c. Must consult with responsible members of the church staff before placing decorations or moving major pieces of equipment
4. Groups are expected to restrict their use of the building to those rooms and/or equipment specifically reserved. Groups are expected to be respectful to others in the building.
5. Facility must be cleaned and returned to its original condition. All trash must be taken out to the dumpster before you leave.
6. Groups are expected to observe handicapped parking restrictions.
7. Groups will submit a certificate of insurance upon request.

**PROHIBITED:**

1. Alcoholic beverages (except approved by the Church Council upon approval of the session), smoking, or illegal substances of any kind on the facility
2. Use of tacks, nails, screws, etc. on church or school property
3. Advertisements, petitions, solicitation without specific session permission. Sale on any goods, wares, merchandise or food products and/or distribution of same for commercial purposes without prior written approval of session by the Church Council

**Building Use Guidelines – Cafeteria & Kitchen**

1. Basic rule, leave the room exactly as you found it!
2. Please only use the room that you have reserved. For example, if you have reserved the cafeteria, people should not be in the gym.
3. You may use the upright Pepsi cooler located in the kitchen. Please do not use the walk-in fridge in the back of the kitchen.
4. You may use the standard stove in the kitchen. Please do not use the combi-oven. (The light switches by the hand wash sink next to the combi-oven have to be turned on in order for the stove to work)
5. Please do not use the dish-machine. Dish soap for hand-washing dishes is located by the triple sink in the kitchen
6. Please do not use any of the supplies located in the cupboards, they belong to someone and will be missed.
7. The trash should be taken out to the dumpster before you leave
8. The floor must swept before you leave. (The broom is located in the kitchen back by the triple sink)
9. The tables must wiped down before you leave
10. The stove needs to be turned off before you leave and the light switch by the hand wash sink
11. Please make sure all your food is emptied out of the fridge before you leave.
12. If you move the furniture around, tables and chairs should be set up the same way as you found them

**LOCK UP:**

1. **All programs should conclude by 10:00 P.M. unless prior arrangements are made**  
**(The Alarm is armed between 10:15 P.M. and 10:30 P.M.)**
2. All lights turned off and doors confirmed locked. We hope you have a wonderful event

**CONTACT:** Should anything happen and you need to contact someone, please call one of the people listed below.

**Joel Hornick – Maintenance – 248-535-1248**