

GOOD SHEPHERD LUTHERAN CHURCH

Building Use Requirements

1. Requests for use of the building will be submitted to the Administrative Coordinator and approved by the Congregation Council.
2. Upon approval, an orientation meeting will be arranged with the Administrative Coordinator.
3. All facilities of the building shall be left as found, with chairs, tables, and other items returned to their original place and any items left behind will be disposed of.
4. There is NO smoking in any building. Cigarettes must be disposed of in proper containers, not on the ground.
5. Parking must be in designated spaces. **DO NOT PARK ON THE GRASS!** Fires lanes must be kept open. Cost to repair the lawn because of parking violations will be at the offender's expense.
6. A key to the appropriate door will be provided to the leader, to be used only for the group access, and is to be returned when the group no longer uses the building. When leaving the building, all doors are to be secured and lights off, including the restrooms.

Name of Group: _____

Contact Person: _____

Address: _____

Phone: _____ **Average Number Attending:** _____

Room: _____ **Date:** _____

Time starting: _____ **Ending:** _____

I the undersigned, as a requestor and/ or group leader, accept full responsibility for the implementation and adherence to the BUILDING USE REQUIREMENTS.

Signature

Date