

ZION LUTHERAN CHURCH

107 West Main Street
Middletown, MD 21769
301-371-6500



APPLICATION FOR USE OF FACILITIES

Today's Date: _____ Name of Group or Organization: _____

Description of Event: _____

Date Requested: _____ Time:* _____ (Includes set-up & clean up)
Begin End

SPACE(S) REQUESTED:

Social Room Kitchen Social Room & Kitchen Garden's Edge Other

(specify): _____

Approximate number of people attending: _____

Your name and contact information: _____
Name

_____ Phone Number

_____ E-mail address

Name and contact information of responsible adult present at event:

_____ Name Phone Number

*If the event is held on Sunday, set-up/event cannot begin until after 1 p.m.

I have read and agree to abide by the regulations governing use of Zion's facilities:

Use of the facilities is limited to non-profit organizations only.

The person making this request is responsible for:

- Replacing tables and chairs to their original configuration;
- Sweeping the floor and removing trash to dumpster;
- Seeing that all kitchen equipment used is cleaned and returned;
- Securing the building and verifying that all lights and fans are off;
- Smoking, consumption of alcohol or illegal drug usage is strictly prohibited.
- Donation to defray the cost of electricity, heat, etc. is expected.
- Damage to the premises or equipment must be reported to the church office immediately and repair and/or replacement is the responsibility of person requesting use of facilities.
- Zion Lutheran Church shall not be responsible for loss of personal property.

Signature of person requesting use of Facilities: _____

Safety and Security of members and guests using our facilities.

All groups using the facilities will be required to monitor those entering the facility, and all doors must be locked 10 minutes after the start of the event. A door monitor will allow those individuals deemed welcome into the facility to enter after the entrance is locked. *There are no locked doors in the church that would prevent anyone from exiting.* This requirement will be monitored, and failure to adhere to the Safety and Security protocol could result in the loss of use of our facilities.

Notice: Zion Lutheran reserves the right to use of all church facilities for church functions.

Should the need arise to move your event we will make every effort to find an alternate

spot in the church for your event. *Initials of person requesting use of Facilities:* _____

_____ Approved _____ Denied	OFFICE USE ONLY
Signed: _____	Date: _____