



# Carmel Lutheran Church Event Application for Ministry / Fellowship

You must complete this application to reserve a room for your event and have that information logged on the CLC Master Calendar. Your application will be reviewed by CLC Staff and you will be notified as to whether or not your application has been approved. If your event includes food or drink, please discuss this with the appropriate staff member prior to your event.

**Please fill out information below and put in Gayle Carlson's box in the Copy Center. If you have questions, please contact him at 814-4256 x230 or gcarlson@carmellutheran.org.**

Name of Group/Event: \_\_\_\_\_

Date Requested: \_\_\_\_\_ from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

Second Date Choice: \_\_\_\_\_ from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

If ongoing event specify start & stop dates: \_\_\_\_\_

Group/Ministry Team: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone #: Home: \_\_\_\_\_ Work: \_\_\_\_\_ email: \_\_\_\_\_

Does your organization carry liability insurance? Yes  No

Purpose: \_\_\_\_\_

Number of People expected: \_\_\_\_\_ Will Children be present: Yes  No

**NOTE: CHILDREN MUST BE SUPERVISED BY AN ADULT AT ALL TIMES**

AV Equipment or Other Needs: \_\_\_\_\_

▶ If AV equipment is not requested, you MAY NOT remove equipment from another room for your usage.

Room(s) Preference: \_\_\_\_\_

List of foods/beverages served: \_\_\_\_\_

▶ Please see Items 6-10 under facility use requirements on reverse side of form.

- Program leader(s) must be present at event
- Leader is responsible for set-up and take down or coordination with the event planner
- Leader is responsible for the care of audio-visual and other equipment used as well as addressing nursery/childcare needs

Publicity Planned: \_\_\_\_\_

Please Note: Displays in the Entries need to be coordinated through the CLC Office.

DATE RECEIVED: \_\_\_\_\_ APPROVED: YES NO Restrictions

## Carmel Lutheran Church Facility Use Requirements

Carmel Lutheran Church is happy to be able to make our Church and Family Life Center facilities available to you. Since the primary use of the facilities is for worship, education, and youth activities it is important that all who use the building respect what the staff has done in regard to room set-up and decoration. For this reason, use of the building carries with it some guidelines.

In order for your event to be considered for the CLC Master Calendar you must complete the application on the other side of this page for consideration by the CLC Staff. Your application will be reviewed and you will be notified as to whether your application has been approved.

1. Any individual or group wishing to use the CLC building for an event or meeting must fill out a Ministry/Fellowship Event Application.
2. The Sr. Staff will review and approve the applications.
3. Activities of Carmel Lutheran Church shall have priority over other groups and organizations.
4. An ADULT SUPERVISOR shall have responsibility for supervising approved activities. Group activities must always have 2 ADULTS in rooms with children. Individual activities, e.g. music lessons, tutoring, parents must be present in the building in close proximity to the teaching room. ALL non-CLC activities must take place while other activities are going on in the building or a CLC staff person must be present in the building during the activity. **Children, attending, but not participating in the event, must remain with parents at all times!**
5. All furniture should be returned to the proper placement upon conclusion of any activity. Please do not remove furniture from the property.
6. Any rooms used for the event must be left in a neat and orderly condition.
7. **If a meal is being planned, please keep the following in mind:**
  - Use of the Family Life Center requires special set up. Tables and chairs must be returned to their original position or stored according to diagram in the storage area. Chairs and tables cannot be stacked against the wall.
  - *If food or drink is served in the Family Life Center, any spills on the floor should be wiped up immediately.*
  - Any service of food or drink shall be the responsibility of the group. The group shall also handle cleanup and trash removal.
8. **Consumption of alcoholic beverages is prohibited in CLC facilities and grounds.**
9. Damage to the building or contents will be the responsibility of the organization.
10. **Smoking is prohibited – including entrances.**
11. **No red colored drinks are allowed.**

We hope these guidelines will help every organization to be active within our Church, and help us all work together in harmony.

**I have read the above and agree to abide by the guidelines.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Carmel Lutheran Church is pleased to offer you the use of our facility and we appreciate the cooperation of your ministry/organization in working together with us to keep this possible.*