APPLICATION AND REGULATIONS FOR USE OF

AUGUSTANA LUTHERAN CHURCH

18499 Twenty Mile Road, Tustin, MI 49688-019 Church office 231-829-3837 email azlcp@att.net

BUILDING AND EQUIPMENT USE FORM

(Please Print)

Today's Date	(
Name of person requesting building	Address of person requesting building
Space requested: { } Nave only { } F	Parish Hall only { } Nave & Parish Hall
List of equipment:	
Date requested:	Time of use: Beginning @ to
	nd/or equipment, I/we agree to the following conditions: CTIVE MEMBER OF THE CHURCH MUST BE PRESENT
dishes, kitchen equipment, lights, windows fixtures, etc.) Tables and chairs for use off p	reakage to the building, furnishings, and equipment (i.e., chairs, tables, audio visual equipment, carpeting, bathroom oremises (only wooden tables (10), approx. 21 wooden chairs wooden tables in fellowship hall must be back on Monday as the
	ought onto the premises and/or served on the real estate g to the Augustana Evangelical Lutheran Church.
c. NO SMOKING will be allowed in the but to the Augustana Evangelical Lutheran Chu	uilding, or on the premises of the real estate property belonging rch.
d. The user is responsible for the paymen and/or equipment.	nt of any and all appropriate fees for use of the building
•	ent of the congregation is to be properly cleaned and condition in which it was found before usage.
applicant (15) fifteen days in advance of the da	and agreement may be made by either the congregation council or ate of usage; this change will be made in writing by either party. Ion council through the pastor or a representative of the council making charged.
A DEPOSIT OF \$100 WILL BE REQUIRED UPON	APPROVAL.
Signature of applicant Member of congre	Title (if applicable) Area code/phone # egation { } Non-member { }
Date of approval	Approval signature for church

FEE SCHEDULE FOR THE USE OF THE BUILDING AND/OR EQUIPMENT

In its responsibility to serve the members of the congregation and the community, there is **NO FEE** for the use of the building by **members** for personal needs (i.e. weddings, baptisms, open house celebrations, receptions, etc.) or by groups or gatherings that serve the community and the public interest of the community. As a service to the community, when the building request is completed, equipment belonging to the congregation (i.e. tables, chairs, and audio visual equipment) may also be used without a fee.

Listed below is the schedule of fees for building and/or equipment usage for situations other than previously mentioned.

PASTOR'S or COUNCIL APPROVAL, REFERENCES AND \$100 DEPOSIT ARE REQUIRED.

<u>N</u>	<u>//EMBER</u>
Rental of the Nave/Worship Space Rental of the Parish Hall Pastor's Honorarium Organist's Honorarium	N/C N/C \$150.00 \$100.00
٦	TOTAL FEES DUE
<u>NOI</u>	N-MEMBER
Rental of the Nave/Worship Space Custodial fee (Those using the space will need to pick up and reall debris brought into the building.)	\$150.00 \$ 50.00 emove
Rental of the Parish Hall Custodial fee \$50.00 (Those using the space will need to pick up and remove all debris brought into the building.)	
Pastor's Honorarium	\$150.00
Organist's Honorarium	\$100.00
1	TOTAL FEES DUE

All fees for the use of the church building and/or equipment and custodial services must be paid within (7) seven days before use. The pastor's honorarium, the organist's honorarium, and the marriage license will need to be presented at the wedding rehearsal.