

St. Olaf's Lutheran Church (ELCA)
W653 Roosevelt Road, Rubicon, WI 53078
920-474-7042

Date _____

Reservation Request for Church Facilities

Please return completed form to the church office. Thank you.

(Please Print)

NAME _____

ADDRESS _____

PHONE NUMBER(S) _____

EMAIL ADDRESS _____

PURPOSE _____

ST. OLAF CONTACT PERSON (IF NON-MEMBER) _____

ROOM(S) YOU ARE REQUESTING TO USE _____

DATE OF USE _____ TIME OF USE _____ NUMBER IN GROUP _____

ARE KITCHEN FACILITIES NEEDED? YES _____ NO _____

NOTE

A donation is appreciated for the use of our facility.

HARD LIQUOR IS NOT ALLOWED ON CHURCH PROPERTY. CONSUMPTION OF BEER OR WINE IS ALLOWED, BUT NO SALES OF THESE ITEMS ARE ALLOWED. St. Olaf's reserves the right to refuse any reservation request or request to serve beer or wine.

I / We agree to use reasonable care in usage of the building. We will leave the area in a clean and orderly condition as well as close windows, turn off lights, and make sure building is securely locked. We will complete use prior to midnight. We have read and understand all the rules for use of the building as explained in the "procedures / rules for use" document. We agree to comply with all laws regarding alcoholic beverages. Your signature constitutes a waiver of liability on the part of St. Olaf's Lutheran Church, its officers, and congregation.

SIGNATURE _____ DATE _____

PROCEDURES / RULES FOR USE OF CHURCH FACILITIES

RESERVING A ROOM

1. The church secretary will advise whether the date requested is available. Complete a reservation request form and return to church secretary. Please note that a church member **MUST** act as the contact person / sponsor for any group requesting the use of a room at St. Olaf's.
2. **A donation is appreciated for the use of our facility.**
3. If you must cancel or change the date of use, contact the church Secretary (stolafsecretary@gmail.com or 920-474-7042).
4. Arrangements will be made by the church secretary to have the church doors open for you.
5. Your signature on the reservation constitutes a waiver of liability on the part of St. Olaf Lutheran Church, its officers, and congregation.

RULES FOR USE OF A ROOM

1. There is no smoking allowed inside the building. If guests smoke outside the building, please deposit waste in receptacles provided.
2. Decorations may be tabletop or free standing only. No tacks, nails, or tape is allowed to be used on the walls. Decorating may be done on the day of your reservation, not before.
3. When your event is finished, please leave the room as you found it. If you are using the fellowship hall and kitchen, some additional clean-up will be necessary. See separate check list.
4. Hard liquor is not allowed on church property. Service or consumption of beer or wine is allowed, but no sales of these items are allowed.

WEDDING RECEPTION RULES

1. If music is provided by a band or disc jockey, there are no smoke machines or pyrotechnics allowed.
2. Space will determine the size of the band, but in general, no more than a 3 or 4 piece band is recommended.
3. You must end the reception so that all guests are gone and clean-up is finished by midnight.

St. Olaf Lutheran Church reserves the right to refuse any reservation request.

FELLOWSHIP HALL / KITCHEN CLEAN-UP CHECKLIST

NOTE: CLEANING SUPPLIES ARE PROVIDED FOR YOUR USE IN THE KITCHEN AND FELLOWSHIP HALL. PLEASE DO NOT USE ANY OTHER CLEANING PRODUCTS.

1. Wipe up any spills on carpet or tile. Sweep or vacuum as needed.
A vacuum cleaner can be found in the janitor storage closet across from restrooms.
2. If kitchen is used, make sure all dishes used are clean and put back in their place.
Wipe down the counters, sink, and stove.
3. Take any leftover food with you. Do not leave anything in the refrigerator unless prearranged.
4. Leave tables and chairs as you found them.
If you brought out extra tables and chairs, please put them where you found them.
5. Pick up any garbage or debris.
6. **You must take your garbage with you.**
If the garbage is left behind, you will be charged \$25.
7. Turn all lights off.
8. When you leave, please lock the doors from the inside and exit through the side patio doors next to the main entrance.