

# NON-CHURCH EVENT ROOM USE GUIDELINES

## September 2017 - August 2018

Good Shepherd will consider providing meeting space to individuals or organizations for non-church related *not-for-profit* events only upon receipt of a completed Room Request form (attached). Room Request forms must be submitted by the event's Primary Contact Person and received by the church office *at least four weeks prior to the event*.

**PRIMARY CONTACT PERSON: PLEASE INITIAL EACH ITEM BELOW indicating you have read, understood, and will abide by it. Sign and submit this form along with Room Request.**

**Please  
initial**

- I will notify the church office immediately if my event is cancelled for any reason.
- Specific rooms assignments may be changed or canceled at any time to accommodate church ministry needs so, upon arrival for our event, I will check the lobby schedule to confirm our room assignment. We will meet only in the assigned room(s) and will adhere to scheduled meeting times in order to avoid conflicts with other groups that may be using the assigned space before or after our event.
- I acknowledge that our group is responsible for setting up tables and chairs in our assigned room to accommodate our needs, and for cleaning and returning the room to the way it was found after we are finished. We will not store any items at the church without written consent from the church office.
- We agree to not use church consumables (coffee, condiments, paper products, etc.). If we use church coffee makers, ovens, microwaves, etc., we will return them to a clean, usable condition. We acknowledge that alcoholic beverages are prohibited.
- Before leaving, I will assure that all lights in our *assigned room(s)* have been turned off. I will also see that lights in our *wing* of the building are off if we are the last to leave that wing, and that all lights in the building (except security lights) are off if we are the last to leave the *building*.
- If we are the last group to leave the building, I will assure that *all exterior doors are locked*.
- If issued a key card (\$5.00 non-refundable fee applies) for access to the building after office hours, I will notify the church office immediately if the key card is lost. I will return the key card to the church office immediately after the last use of our assigned space.
- I acknowledge that: the Nursery may be used only if supervised by *approved* Good Shepherd childcare workers and that a fee will apply. I will contact the church office to arrange childcare.
- I acknowledge that failure to abide by any of the above guidelines may result in cancellation of our privilege to use church facilities.
- I will notify the church office immediately if a new Primary Contact Person is appointed. (The preferred means of communication with the church office is email; so check frequently the email address you provide Good Shepherd.)

Signature \_\_\_\_\_

~ FOR FURTHER INFORMATION ~

Contact Steve Fahnstock at 891-1700 ext. 101 or sfahnstock@goodshepherd.com

**Good Shepherd Lutheran Church**

513.891.1700 ♦ FAX 513.891.1707 ♦ sfahnstock@goodshepherd.com

Revised 7/20/17

# 2017-18 NON-CHURCH EVENT ROOM REQUEST

## GOOD SHEPHERD LUTHERAN CHURCH

FAX: 513-891-1707 • office@goodshepherd.com

~ Please PRINT all information in BLOCK letters ~

Today's Date _____ Contact Person _____ Organization _____ Address _____ City _____ State _____ Zip _____ Main Phone _____ Cell Phone _____ <b>E-Mail</b> _____	<p><b>~ FOR OFFICE USE ~</b></p> One-time Use <input type="checkbox"/> On-going Use <input type="checkbox"/> Room _____ Authorization _____ Confirmation _____ Key _____ Returned _____
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1. Title of event \_\_\_\_\_  
 \_\_\_\_\_

2. Frequency of meetings:     Once     Weekly     Every other week     Monthly  
 For recurring meetings:  
 a) Day of the week (please circle one)            Sun   M   Tu   W   Th   F   Sat  
 b) Week of the month (please circle one)        1   2   3   4   Last  
 c) **You must list EACH individual meeting date on the back of this form.**

3. Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_

4. SET UP tme \_\_\_\_\_ am or pm (*Time you will arrive to set up room*)  
 START time \_\_\_\_\_ am or pm (*Time that will be posted on the lobby display*)  
 ENDING time \_\_\_\_\_ am or pm (*Time you anticipate leaving the building*)

5. Expected attendance \_\_\_\_\_

6. Will you have food?     No     Yes        If yes, will you need access to a kitchen?     No     Yes

7. Do you wish to use the nursery?     No         Yes

8. Room Requested: \_\_\_\_\_ (*Reminder: Your room is not guaranteed. You are responsible for setting up your assigned room and returning it to its original arrangement, unless otherwise agreed upon.*)

Be sure to submit your initialed *Room Request Guidelines* (see attached sheet) along with this request form!

Signature of Primary Contact Person \_\_\_\_\_

Date \_\_\_\_\_

## IF YOU ARE REQUESTING SPACE FOR RECURRING\* MEETINGS...

(\*Meetings that will occur weekly, monthly, or quarterly)

- 1) To help assure accuracy of your request, please check your calendar and then print in the appropriate columns below the dates for *each* individual date on which you request to meet at Good Shepherd.
- 2) Our “program year” begins in September and ends in August. You must re-apply in the summer of each year for meeting space you wish to use in the following program year.
- 3) Check your calendar to avoid holidays (Memorial Day, 4th of July) on which you will NOT be meeting!
- 4) NO meetings of non-church groups will be allowed during the week before Christmas through New Year’s Day, or during Holy Week (the week before Easter), or during Vacation Bible School week.

*Thank you for your cooperation!*

**NOTE: Due to programming needs of the church, no meeting space will be assigned for the period of one week before Christmas through New Year’s Day, Holy Week (the week before Easter), or the week of Vacation Bible School.**

	<u>Wk 1</u>	<u>Wk 2</u>	<u>Wk 3</u>	<u>Wk 4</u>	<u>Wk 5</u>
September 2017	_____	<b>No meetings September 7, Nursery School Parent Night</b>		_____	_____
October 2017	_____	_____	_____	_____	_____
November 2017	_____	_____	_____	<b>No meetings Christmas-New Years, Dec 21 - Jan 1</b>	
December 2017	_____	_____	_____	_____	_____
January 2018	_____	_____	_____	_____	_____
February 2018	_____	_____	_____	_____	_____
March 2018	_____	<b>No meetings Holy Week, March 29-April 1, 2018</b>		_____	_____
April 2018	_____	_____	_____	_____	_____
May 2018	_____	_____	<b>No meetings during VBS, June 18-June 22, 2018</b>		_____
June 2018	_____	_____	_____	_____	_____
July 2018	_____	_____	_____	_____	_____
August 2018	_____	_____	_____	_____	_____