

**Lutheran Church of Mahomet**  
**410 E. Andover Drive, Mahomet, IL 61853**  
**(217) 586-4786**

**LCM BUILDING USE FORM**

(Revised May 31, 2015)

**A. Contact Information**

If you would like to inquire about using our facilities please contact the LCM Church Office (office hours: Tues-Fri 8:00am to 1:00pm) (217) 586-4786, email: [lcoffice@lcofm.org](mailto:lcoffice@lcofm.org)

**B. Scheduling**

1. Initial requests for use of our facilities will be made with the LCM Church Office (see Contact Information above) and tentatively recorded on the master calendar. Tentative dates will be held for one week.
2. Use by 'for-profit' groups must be approved by the Church Council.
3. **All groups or individuals** requesting to use our facilities must complete the **Building Use Form** available on our website at: [www.lcofm.org](http://www.lcofm.org). The Building Use Form must be submitted to the LCM Church Office two weeks prior to the event.
4. Dates and times are not final until a properly-completed and signed Building Use Form is submitted and approved, and all fees and deposits are received.
5. **Any usage requests where alcohol will be served must be immediately submitted by the LCM Office Manager to the Council President for approval by LCM Council prior to the event.**

**C. General Rules for Building Use**

1. All groups are responsible for their own set-up and tear-down. Any church equipment used must be properly cleaned and stored upon completion of the event. **Tables and chairs must be wiped down and arranged as you found them.**
2. Our metal garbage dumpster is located inside a wood-fenced enclosure outside the exterior kitchen door. **All trash must be bagged, well-tied, and deposited inside the metal garbage dumpster (not just thrown over the top of the fenced enclosure).**
3. Scheduled use of the facilities for church activities will not be changed for any group. Short notice church events such as funerals and funeral dinners will pre-empt other activities. The church is not liable for cost incurred in the last minute cancellation or moving of events due to emergency church needs.
4. No decorations, tape or thumbtacks are to be attached to our facility without prior approval. No decorations should be left behind.

\_\_\_\_\_ (initials of responsible party) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

5. No LCM equipment or property items are to be removed from the building. **Tables, chairs, and kitchen items are NOT available for outside use.**
6. NO SMOKING is allowed in our buildings or on church property.
7. All lights are to be shut off when leaving.
8. All doors and windows are to be closed and locked when leaving. Please double-check. **Please appoint an individual from your group for this responsibility.**
9. Anything broken or stolen will be billed to the responsible party. Any damage will be deducted from the deposit amount up to the deposit amount and any damage beyond the deposit amount will be billed to the person reserving the space.
10. When more than one event is taking place, each group will respect the space and needs of the other.
11. Building use is restricted to the area reserved.
12. You are responsible for the safety of your guests. All activities are at your own risk.
13. There should be no running or jumping in our facility; adults attending the event are responsible for closely monitoring children.

**D. Special Rules Regarding Serving Alcohol on LCM Property**

1. **Council approval is required for all events where alcohol will be served** (see section on Scheduling above).
2. Definitions:
  - **Alcohol:** Alcohol is defined as bottled or canned beer, wine, and punch including alcohol. No keg beer is allowed.
  - **LCM-sponsored events** are events conducted in the name of the church by committees, ministries or other groups within the structure of the church.
  - **Non-LCM events** are: a) personal or family events conducted by LCM members; b) events conducted by non-LCM members or outside groups.
3. Serving alcohol should be done with restraint, in moderation, and strictly limited to the Fellowship Hall (the room attached to the kitchen) or other area approved by Council.
4. No individual under the legal drinking age should be allowed to consume alcohol in our facility.
5. The alcohol must be provided free of charge and cannot be sold to those attending.
6. ALL empty alcohol containers must be removed immediately after the event and placed in the garbage dumpster outside the exterior kitchen door.
7. Maximum time limit is five hours for any event where alcohol is being served.

\_\_\_\_\_ (initials of responsible party) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**E. Insurance: When Alcohol Is Served At Non-LCM Events (see definition of Non-LCM events above)**

1. A **dram shop insurance certificate** must be submitted to the LCM Church Office (see Contact Information above) along with a completed **Building Use Form** two weeks prior to the event (see section on Scheduling above).

**F. Usage Fees and Damage Deposits for Non-Wedding Events (see LCM Wedding Booklet for wedding fees)**

NOTE: No fees or deposits are required for LCM-sponsored events.

**1. Non-LCM Events: LCM Members (personal/family)**

	<u>Fee</u>	<u>Deposit</u>
(a) Sanctuary Usage	\$0	\$150
(b) Fellowship Hall Usage	\$0	\$150
(c) Classroom Areas Usage	\$0	\$150
(d) Janitorial Maintenance Fee (for each area used)	\$50	
(e) Additional Fees/Deposits When Serving Alcohol	*	\$100

\* = fee is \$35 per hour with two hour minimum

**2. Non-LCM Events: Non-LCM Members/Outside Groups**

	<u>Fee</u>	<u>Deposit</u>
(a) Sanctuary Usage	\$200	\$150
(b) Fellowship Hall Usage	\$150	\$150
(c) Classroom Areas Usage	\$100	\$150
(d) Janitorial Maintenance Fee (for each area used)	\$50	
(e) Additional Fees/Deposits When Serving Alcohol	*	\$100

\* = fee is \$35 per hour with two hour minimum

3. The Sanctuary area includes the narthex area and restrooms.
4. The Fellowship Hall area includes the kitchen and restrooms.
5. Usage fees and damage deposits may be waived for minor usage and non-profit groups.
6. Usage fees will cover use of facilities, equipment, and utility costs.
7. Damage deposits will be refunded if there has been no damage to church property or equipment. Any damage will be deducted from the deposit amount up to the deposit amount and any damage beyond the deposit amount will be billed to the person reserving the space.
8. Janitorial maintenance fee will cover minor cleaning beyond that done by the user.
9. Excessive clean-up beyond the normal scope of the janitorial maintenance fee will be billed to the person reserving the space at \$30/hour, plus supplies.
10. Kitchen use **DOES NOT** include use of LCM disposables. All non-church groups will supply their own disposable items needed.
11. All dishes, silverware, cookware, etc., **MUST** be cleaned and re-stored.

\_\_\_\_\_ (initials of responsible party) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*\*NOTE: All pages above must be initialed at the bottom by the responsible party involved.

**TO BE COMPLETED BY USER**

Check Area(s) Being Reserved: \_\_\_\_\_ Sanctuary; \_\_\_\_\_ Fellowship Hall; \_\_\_\_\_ Classroom Areas

Use Date: \_\_\_\_\_ Time Period of Use: \_\_\_\_\_

Fees Amount: \$ \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

Date of Payment: \_\_\_\_\_ Ref (check #, etc.): \_\_\_\_\_

**Checks Payable To: Lutheran Church of Mahomet**

I/We will be serving alcohol at this event: Yes \_\_\_\_\_ No \_\_\_\_\_

**I/We agree to the above rules, insurance requirements, and fee/deposit structure:**

Responsible Party Name: \_\_\_\_\_

Responsible Party Phone: Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

\*\*\*\*\*NOTE: The LCM Office Manager should provide a photocopy of the completed and signed form to the user on the date the form is completed and the deposit/fees paid.

Approved by Lutheran Church of Mahomet: \_\_\_\_\_

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