



Evangelical Lutheran Church in America

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 Rochester, MN 55901
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www.molive.org

APPLICATION FOR FACILITY USE

Thank you for choosing Mount Olive. If you have questions, we will be happy to answer them. Your request will be reviewed at an upcoming staff meeting (usually on Wednesdays) **to determine availability of space and staff.** Your request may also need to be reviewed by the Property Committee Chair and/or Executive Committee. Requests should be submitted at least two weeks in advance.

Today's Date: _____

Requested Event Date: _____ Time: Begin ____ am/pm End ____ am/pm
 (For a recurring event, list the first occurrence above.)

If applicable, also specify the starting time for any set-up, ending time for clean-up: ____ am/pm; ____ am/pm

If recurring, specify requested frequency (e.g., 2nd Friday of month, every Monday Sept-May) or additional date(s):

Requesting Group: _____ Non-Profit Organization? Yes ____ No ____

Contact Person: _____ Mount Olive Member? Yes ____ No ____

Address: _____

Primary Phone #: _____ (Home/Work/Cell) Secondary Phone #: _____ (Home/Work/Cell)

E-mail address: _____

Name and Description of Event/Activity: _____ Expected # Participating/Attending _____

Space / Room(s) Requested _____

Projection Screen ____ Projector ____ TV/VCR ____ TV/DVD ____

Would food be served? ____ If yes, describe: _____ Heated here? ____ Prepared here? ____

Would you bring your own utensils? ____ See policies 7 through 9 on back regarding refrigerator space and food preparation.

	Spaces and Services	Fee	# of Round Tables Needed	# of Rectangular Tables Needed	# of Chairs Needed
Fees (see policies on back)	* Sanctuary (fee exception for recitals: \$100)	<input type="checkbox"/> \$150.00			
	* Fellowship Hall (usu. tables of 8); fee includes an assigned Event Supervisor	<input type="checkbox"/> \$200.00			
	* Gathering Area	<input type="checkbox"/> \$50.00			
	* Library (can seat approx. 40)	<input type="checkbox"/> \$50.00			
	* Classrooms	<input type="checkbox"/> \$50.00			
	* Conference Room (seats 8)	<input type="checkbox"/> \$50.00			
	* Kitchen (for food prep, heating)	<input type="checkbox"/> \$75.00			
	* Event Supervisor (see Fellowship Hall note)	<input type="checkbox"/> \$50.00			
	Opening/closing church; special set-up	<input type="checkbox"/> \$40.00			
	Custodial	<input type="checkbox"/> \$20/hour			
	Total due (staff can help determine):	\$			

* Most fees apply for usage lasting up to 3 hours, including set-up time; they are determined on a case-by-case basis above 3 hours.

General Regulations and Policies:

1. Mount Olive Lutheran Church’s program needs have priority over all requests; commitments may have to be altered on short notice due to unanticipated developments such as funerals.
2. The entire building and property are SMOKE FREE, and NO alcoholic beverages are to be brought in or consumed.
3. Weapons of any type are not allowed in the facility or on the Church property.
4. Animals are not allowed in the facility except for registered service animals. An exception may be granted for educational events with permission from the Facility Manager or Pastoral leadership.
5. Groups are expected to leave spaces in the condition in which they found them. This includes returning furniture to a room’s original configuration, turning off lights, closing windows, and general clean-up (of spills, disposing of trash, etc.).
6. Significant changes in requests and/or additional use of the facility will be treated as a new request.
7. Storage space is NOT available or provided; refrigerators and freezers are often at capacity. Respect kitchen signage. Temporary food storage and/or use of kitchen utensils must be approved by the Church’s event supervisor.
8. Food preparation onsite is generally discouraged, and even food heating must be approved in advance because individuals using the Mount Olive kitchen’s stoves, ovens and dishwasher must have received training before their use.
9. In the Fellowship Hall, all food pans, platters and other large serving bowls and dishes must be set up on the tiled area.
10. Groups are limited to use of the space assigned, hallways, and the nearest pair of restrooms.
11. The named organization is responsible for any breakage/damage that may occur.
12. Children are not allowed in areas other than those with adult supervision.
13. Events not organized or sponsored by Mount Olive Lutheran Church must conclude by 9 pm Monday through Friday, 3:30 pm Saturday and Sunday.
14. A staff member must be present during events not organized or sponsored by Mount Olive Lutheran Church, except at the discretion of the Senior Pastor or Facility Manager.
15. Due to heavy usage of the building, Mount Olive does not approve birthday, graduation, or anniversary parties or wedding receptions for non-members.
16. Mount Olive generally does not allow the selling of goods or services or fundraising by non-members.

Recurring Use: Groups requesting recurring use may be required to resubmit an Application for Facility Use annually.

Inclement Weather Policy: The building may be closed on short notice due to inclement weather. If the Rochester Public Schools close or students are released early due to weather, the building will be closed and all groups must cancel their activities. For inclement weather on a non-school day, closing will be at the discretion of Pastoral leadership. Generally if MnDOT advises no travel except in emergencies, church activities are cancelled. Notification will be on the church website, www.molive.org (where the church’s Google calendar can be accessed), and on KTTC television.

Fee Policies:

- The intent of the fees is to recoup a reasonable portion of the actual costs of operating and staffing the facility.
- Reducing or waiving fees, such as for charitable organizations, is at the discretion of Mount Olive staff.
- **Mount Olive members using the facility for personal gatherings may be asked to pay custodial and/or event supervisor fees based upon the size of their group and facility use.**
- All fees shall be paid in full at least one week before the event.

*I/We have read the above fee schedule and understand its contents. I/We understand that all fees will be paid to **Mount Olive Lutheran Church** and that the appropriate fees will be disbursed to the proper parties by the church Finance Office.*

Responsible Party (print name): _____ Phone Number: _____

Address: _____

Signature of Responsible Party: _____

Date

Notifications: Calendar _____ Facility Manager _____ Event Supervisor _____ Pastor _____ Finance Office _____