



Application for Facility Use

Lutheran Church

2830 18th Ave NW, Rochester, MN 55901 ♦ 507-288-1580 ♦ admin@molive.org

Today's Date: _____

Date and Time of Event

☐ S ☐ M ☐ T ☐ W ☐ R ☐ F ☐ S Date: _____ Recurring Event? ☐ Yes ☐ No

If yes, explain: _____

Times (include set-up and take-down): Begin: _____ ☐ AM ☐ PM End: _____ ☐ AM ☐ PM

Is an additional (different) day needed for set-up or take-down? ☐ Yes ☐ No

If yes, explain: _____

Event Description

Name and Description of Event: _____

Expected Number of Attendees: _____

Who is Making the Request?

Requesting Organization: _____ Non-Profit? ☐ Yes ☐ No

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

Email Address: _____ Phone Number: _____

A/V Needs

Projection Screen? ☐ Yes ☐ No Projector? ☐ Yes ☐ No Microphones? ☐ Yes ☐ No

Serving Food/Drink

Important Note: Our building insurance requires that any person(s) using the kitchen must have training in the use of the kitchen equipment. This includes warming food brought into the facility. There is a separate fee for kitchen training. See below. Any volunteers in the kitchen must be either trained or always supervised by a trained adult. To avoid the training fee, your event can either have food catered or served as a potluck outside of the kitchen.

Will food be served? ☐ Yes ☐ No If yes... Catered? ☐ Yes ☐ No Potluck? ☐ Yes ☐ No

If food is to be heated/prepared in our kitchen, have you received training? ☐ Yes ☐ No

Space or Service Requested	Fee	Any special needs/instructions
Sanctuary	\$300	
Fellowship Hall	\$250	
Gathering Area	\$100	
Library	\$50	
Kitchen Training	\$100	
Event Supervisor	\$25/hr	As needed, for events not affiliated with Mount Olive
Custodial	\$25/hr	As needed, for set-up and clean-up
Snow removal, if needed	\$200	Billed after the event if snow removal is needed

1. Because church functions have priority over all facility use requests, **your scheduled event may need to be postponed, cancelled, or altered on short notice.**
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 prohibited in the facility and on the Church property.
4. Animals, except for registered service animals, are prohibited in the facility. An exception may be granted for educational events with permission from Mount Olive staff.
5. Groups are expected to leave facility spaces in the condition in which they are found. This includes returning furniture to a room's original configuration, turning off lights, closing windows, and general clean-up.
6. Significant changes in requests and/or additional use of the facility require a new facility use request.
7. Storage space is **not** available or provided; refrigerators and freezers are often at capacity. Respect kitchen signage. Temporary food storage and/or the use of kitchen utensils must be approved by Mount Olive staff.
8. Onsite food preparation and/or food heating is generally discouraged and must be approved in advance. All individuals using the kitchen must be always supervised by an adult who has completed kitchen training.
9. In the Fellowship Hall, all food pans, platters and other large serving bowls and dishes must be set up in the tiled area.
10. Groups are limited to the use of the space assigned, hallways, and the nearest restrooms.
11. The named organization is responsible for any damage that may occur, whether the damage is intentional or accidental. The named organization must report any damage to the Mount Olive staff.
12. Children must have adult supervision in all areas. Children aged 12 and under are not allowed in the kitchen.
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 unless approved by Mount Olive staff.
14. A staff member in the role of the event supervisor must be present during events not organized or sponsored by Mount Olive Lutheran Church, except at the discretion of the Mount Olive Staff.
15. Mount Olive **does not** approve birthday, graduation or anniversary parties, or wedding receptions for non-members.
16. Mount Olive does not allow the selling of goods or services or fundraising by non-members.
17. The Mount Olive facility and parking lot are under 24-hour recorded video surveillance.

Recurring Use: Groups requesting recurring use should 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 the 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 Mount Olive staff. Generally, if MnDOT advises no travel except in emergencies, church activities are cancelled. The notification will be on the church website, www.molive.org (where the church's Google calendar can be accessed).

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 on 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 _____