

*Faith Lutheran Church*  
APPLICATION FOR FACILITY USE PERMIT

This application covers the following: Personal and Church Functions

Please complete and return to: Faith Lutheran Church  
1311 Dakota Street, Winnipeg, MB R2N 1V8  
Email: officeadmin@faithlc.ca

Approved copies will be issued to:

- a) Applicant
- b) Church Office
- c) Property Manager

FACILITY REQUIRED \_\_\_\_\_

ON BEHALF OF \_\_\_\_\_  
(Organization)

ADDRESS OF ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE NO. \_\_\_\_\_

for the use of space in the Church as indicated, from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. with the event running from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

On \_\_\_\_\_

for the purpose of \_\_\_\_\_

Set up to take place from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm on \_\_\_\_\_.

**Check off all appropriate needs**

Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_  
Music Room \_\_\_\_\_ Narthex \_\_\_\_\_  
Youth Room \_\_\_\_\_ Library \_\_\_\_\_  
Room 1 & 2 \_\_\_\_\_ 3 & 4 \_\_\_\_\_  
Blue Room \_\_\_\_\_

Kitchen equipment \_\_\_\_\_  
Chairs \_\_\_\_\_ Tables \_\_\_\_\_

Admission charged \_\_\_\_\_

**Use of space is restricted to those areas approved on the permit.**

**NOTE: All permits are suspended for those occasions when the facility is needed by the Church. Every attempt will be made to provide as much notice as possible in the event that this occurs.**

**No admittance to the Church will be given unless a permit has been issued.**

We have read the FEE SCHEDULE FOR FACILITY USE and the CONDITIONS UNDER WHICH FACILITY USE PERMITS ARE GRANTED and agree to abide thereby.

Applicant's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Application date \_\_\_\_\_

Permission granted: date \_\_\_\_\_

Signed: \_\_\_\_\_

**This permit is not valid unless signed and sealed.**

# ADDITIONAL REQUIREMENTS

Expected number of participants: \_\_\_\_\_

## EQUIPMENT NEEDS:

Number of tables: \_\_\_\_\_  
Type of tables preferred: Round/Rectangle  
Number of chairs: \_\_\_\_\_

Kitchen:  
Fridge \_\_\_\_\_  
Ovens \_\_\_\_\_

Audio-Visual:  
Screens \_\_\_\_\_  
Projector \_\_\_\_\_  
Computer \_\_\_\_\_

Musical equipment required:  
Piano \_\_\_\_\_  
Organ \_\_\_\_\_  
Other \_\_\_\_\_

Sound system:  
Projectionist required \_\_\_\_\_  
Sound tech required \_\_\_\_\_  
Set up requirements \_\_\_\_\_

## Clean-up:

Garbage      Renters are expected to place garbage in proper receptacles

Floors         Renters are expected to leave floors so they can be mopped or vacuumed

## Payments to be made to "Faith Lutheran Church"

### Office Use Only

Security Deposit submitted:	Date: _____
Security Deposit refunded	Date: _____
Fees received:	Date: _____
Fees distributed to:	Date: _____

# *Faith Lutheran Church*

## **CONDITIONS UNDER WHICH FACILITY USE PERMITS ARE GRANTED**

### **CONDITIONS UNDER WHICH PERMITS ARE GRANTED**

All applications for permits should be delivered to the Church Office and will be reviewed by the Administrative staff.

The members of any group or organization or spectators, while in the church building must be under the immediate supervision of the Church staff or Event Supervisor for the due observance of the requirements of the Church Council.

No admittance charge shall be made or tickets sold in advance, or a collection of any kind taken, unless the intention to do so, is noted on the application for permit.

At least one adult supervisor must be provided for each 15 children in attendance.

Permission to use facilities in the Church does not carry with it the right to use any Church equipment. Special requests must be made for that privilege on the application by checking off appropriate needs.

The building is to be used only on the date or dates, and hours, and for the purpose specified on the permit.

The building must be vacated by the time shown on the permit, which shall in no case be later than 10:00 p.m., unless prior arrangements have been made.

All aisles and exits must be kept clear.

Any entertainment is to be of a high moral character.

Without written permission from the Administrative Staff, no pianos, video equipment or other apparatus shall be brought into the building and no structure or apparatus shall be placed or erected on Church property.

Raffles or other forms of gambling will not be permitted to originate nor be conducted in the Church.

In the event that glue, paint, or other substances that could damage the carpet or tables are used, table surfaces and floors must be covered with plastic..

The application of powder, wax, or any other preparation to the Fellowship Hall floor is prohibited.

The applicant shall be responsible for any loss or damage to the building or equipment resulting from use by him or any other persons whomsoever covered by the permit. A statement by the Administrative Staff shall be evidence of such loss or damage and the applicant shall pay the amount of such loss or damage, over and above the damage deposit.

Smoking is strictly prohibited in the entire building.

Consumption or possession of alcoholic beverages shall be in accordance with the Church policy. The policy is available at the time of application. MLCC permits are required.

Applicants violating these regulations may be denied future use of Church facilities.