



ROOTED IN CHRIST TO  
LOVE, GROW & SERVE

SALEM LUTHERAN CHURCH  
A MEMBER OF THE EVANGELICAL LUTHERAN CHURCH IN  
AMERICA  
PO Box 136  
1340 COUNTY ROAD 5  
LONGVILLE, MN 56655  
218.363.2011

## Facility Use Application

\_\_\_\_\_ requests approval to use the Church facility.  
Name of Person / Organization \_\_\_\_\_

Room / Space Needed \_\_\_\_\_ Date(s) \_\_\_\_\_ Time \_\_\_\_\_

Room / Space Needed \_\_\_\_\_ Date(s) \_\_\_\_\_ Time \_\_\_\_\_

Purpose: \_\_\_\_\_

Use of Salem's sound and/or video equipment will require a Salem Sound and/or Video Technician.

Will use own sound equipment \_\_\_\_\_  
Will use own video equipment \_\_\_\_\_  
Will use Salem's sound equipment \_\_\_\_\_  
Will use Salem's video equipment \_\_\_\_\_

*Office use only*  
Office contacted Sound Tech. Lead \_\_\_\_\_  
Office contacted Video Tech. Lead \_\_\_\_\_

### Fee Schedule for Salem

Sound Technician	\$35.00* (\$70.00* when there is a wedding & rehearsal)
Video Technician	\$35.00* (\$70.00* when there is a wedding & rehearsal)
Total	_____

Use of Salem's Kitchen and Dining Facilities for food preparation, serving, and cleanup will require a Certified Salem Kitchen Team Member to ensure proper food handling and sanitation procedures are followed and Salem's Kitchen equipment is used and maintained properly.

Fee schedule for Salem Certified Kitchen Team Member is \$20\*/hour.

Total Hours x \$20 \_\_\_\_\_

*\*Above fees are subject to negotiation or dismissal as needed.*

If event will begin and/or end prior to regular office hours the undersigned may be given a key and check list and will be responsible for completion of check list and return of key. A lost key fee of \$25 will be charged if not returned within 48 hours of end of event.

\_\_\_\_\_  
Signature of individual receiving key

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of individual to whom key returned

\_\_\_\_\_  
Date

The undersigned, individually and the organization, acknowledge receipt of and agree to comply with the terms of Salem's Facility Usage Policy and Procedures, and agree

- 1) To be liable for damage to the facility and for breakage, loss or theft of any equipment used during event.
- 2) Neither Salem Lutheran Church, nor its staff or members will be held responsible for any accident or injuries that may occur from the use of the facility or equipment.
- 3) Neither Salem Lutheran Church, nor its staff or members (including Certified Kitchen Staff), will be liable for illness as a result of food items served from Salem's kitchen or food items brought from outside and served from Salem's kitchen during use of facility.
- 4) Alcoholic beverages and tobacco will not be allowed on Salem property.
- 5) If custodial services are necessary due to the condition of the facility after I and/or organization have completed event a fee of \$100 will be billed to you or organization.

The Church is pleased to allow the use of its facility and equipment. Your signature below ensures that you have read, understand and agree to all terms listed above, will be and ensure any in your party will be respectful of Salem's facility and equipment, and will leave the facility and equipment in the condition in which you found it.

**A monetary donation to offset expenses related to use of the facility and equipment is always welcome.**

\_\_\_\_\_  
Individual Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Approval by Executive Management Team Member

\_\_\_\_\_  
Date

**SALEM LUTHERAN CHURCH DOES NOT ENDORSE OR SUPPORT  
ANY GROUP BY APPROVING USE OF ITS FACILITY.**

Approved by Servant Leadership Council: February 2018