



Atonement Lutheran Church
 1900 Westfall Road
 Rochester NY 14618

FACILITIES USE Pg 1
 ONE-TIME USE or MEMBER

Please complete all information. Please write legibly.

One-Time Event Use Application

Atonement Lutheran Church welcomes the use of our facilities for activities, meetings, and special events in keeping with our beliefs by members of our congregation.

Atonement Lutheran Church retains the sole right to accept or decline this application.

General Information

Today's Date: _____

Full Name of Applicant: _____

Are you a current member of Atonement Lutheran Church? Yes No

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone: _____

Event Purpose/Function: _____

Event Day & Date: _____

Event Time: _____ a.m. / p.m. until _____ a.m. / p.m.

Expected Number Attending: _____

Rooms Requested (check all that apply)

Founders Hall Kitchen Library Reissig Hall Sanctuary

Room Request Donation Total * (see page 3 for details): \$ _____

(please complete other side)



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Access to Church Facility

Any keys or lock combinations shall be used only by the person(s) in charge of the function and authorized by the organization. The lock combination shall not be shared with other persons. No duplicate keys are to be made under any circumstances. *There will be a charge for any lost key.*

Adults Assuming Responsibility

As a responsible adult making this request, I hereby apply for use of Atonement Lutheran Church facilities as described above for the stated dates and times. I acknowledge that these church facilities exist primarily for religious purposes and will treat this facility accordingly. I agree to be responsible for compliance with all policies and regulations governing the use of the church facilities (see attached document). I also accept responsibility for any additional cost incurred by the church as a result of this use. I further agree at least one of the Contact Persons listed below will be present for supervision of the event and understand that it is my responsibility to cancel the event if neither of the undersigned contacts can be present, and to let the church office know of any cancellations.

Contact Person 1 :

 Name (print) ↑ Signature ↑ Date ↑

Email (print) _____ Phone _____

Contact Person 2 :

 Name (print) ↑ Signature ↑ Date ↑

Email (print) _____ Phone _____

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### Approved by Atonement Staff:

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



## Building Use Policies

1. The primary use of this church building is for religious purposes.
2. Use of the church facility/ property must be in keeping with the mission and core beliefs of Atonement Lutheran Church.
3. The Pastor and/or Board of Ministries retain the right to refuse or withdraw permission for the use of this facility.
4. Church activities have first consideration for use of this facility. Unexpected events (such as funerals) will take precedence over outside events.
5. All requests for the use of this facility by ALC members must be made in writing through the Church Office Administrative Assistant using this Application.
6. Apart from the restrooms, only rooms specified in the application request may be used.
7. No smoking, alcohol, illegal drugs or firearms are allowed in the church building or parking lot or on the grounds.
8. If the dishwasher is used, the Contact Person(s) must remain or return after the cycle is done and put the dishes away. Any towels that are used must be washed and returned within 48 hours.
9. Saturday evening activities are discouraged. However, should an event be unavoidably scheduled at that time, arrangements must be made for cleaning before Sunday activities. There may be an extra charge for this cleaning.
10. All persons using this facility shall return each room used to its original set-up. Upon leaving the building, you must ensure that all lights are turned off, thermostats are returned to the “Run” position, all windows are closed and locked, and all doors locked.
11. All food waste shall be taken to the dumpster by the sheds in the back parking lot.
12. You must notify the church office of building problems within 24 hours.
13. In case of emergency, please dial 911 and then contact the Pastor: (585) 434 – 0980.

## Room Occupancy and Donations

| <u>Room</u>                                                                 | <u>Maximum Occupancy</u> | <u>Donation *</u> |
|-----------------------------------------------------------------------------|--------------------------|-------------------|
| Founders Hall                                                               | 76                       | \$75              |
| Kitchen ( <i>Coffee pots/microwave/sink/stove/refrigerator/dishwasher</i> ) |                          | \$50              |
| Conference Room                                                             | 15                       | \$50              |
| Reissig Hall ( <i>air-conditioned</i> )                                     | 60                       | \$100             |
| Sanctuary                                                                   | 150                      | \$100             |

*\* There is no donation for use of facilities for current Atonement Lutheran Church members.*

**Payments must be made to the church office seven (7) days in advance of the event.  
Make Checks payable to: Atonement Lutheran Church**