



Atonement Lutheran Church
1900 Westfall Road
Rochester NY 14618

FACILITIES USE Pg 1
GROUPS

Please complete all information. Please write legibly.

Facilities Use Application

Atonement Lutheran Church welcomes the use of our facilities for activities, meetings, and special events by community organizations whose purpose is in keeping with the mission and core beliefs of this congregation.
In this regard, Atonement Lutheran Church retains the sole right to accept or decline this application.

General Information

Today's Date: _____

Full Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary Contact Name: _____ Title/Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone: _____

Event Purpose/Function: _____

This Will Be A (please check one): Regularly Scheduled Event One Time Event

Event Day(s) & Date(s): _____

*(example: Fri 1/10, Wed 1/15,
OR 'Tuesdays through June')*

Event Time(s): _____ a.m. / p.m. until _____ a.m. / p.m.

Are You A Non-Profit Organization?: Yes No Expected Attendance #: _____

Do You Charge A Fee For This or Other Events?: Yes No If Yes, Amount: \$ _____

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)



Building Use Policies

1. The primary use of this church building is for religious purposes.
2. The character of community organizations and their 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 must be made in writing through the Church Office Administrative Assistant using the Application for Use of Church Facilities.
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 with Atonement’s cleaning service for cleaning before Sunday activities. There may be an extra charge for this cleaning.
10. Atonement Lutheran Church does not have, and cannot offer, space for storage of supplies, equipment, etc.
11. All organizations using this facility shall return each room used to its original set-up. Upon leaving the building, organizations must ensure that lights are turned off, thermostats are returned to the “Run” position, all windows are closed and locked, and all doors locked.
12. All food waste shall be taken to the dumpster by the sheds in the back parking lot.
13. Organizations should notify the church office of building problems within 24 hours.
14. 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>Minimum Donations*</u>
Founders Hall	60	\$75
Kitchen (<i>Coffee pots/microwave/sink/stove/refrigerator/dishwasher</i>)		\$50
Library	15	\$50
Reissig Hall (<i>air-conditioned</i>)	60	\$100
Sanctuary	150	\$250

* Donation amounts above are based on a one-time use/flat fee.

*Yearly donations can be decided with the Pastor/Board of Ministries for recurring event use (*group practice, meetings, worship services, etc.*).

* Rates may be adjusted or waived at the discretion of the Pastor and/or Board of Ministries.

Payments must be made to the church office seven (7) days in advance of the event.

Make Checks payable to: Atonement Lutheran Church

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