



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)**





## 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	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	\$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**