

## PDF Fillable Form Instructions:

1. Download the PDF fillable form to your personal computer.
2. Type in the information and **SAVE** on your computer (please rename)
3. Send Form to [joyocalaf1@gmail.com](mailto:joyocalaf1@gmail.com) with the PDF as an attachment

## **FACILITIES USE POLICY OF JOY EVANGELICAL LUTHERAN CHURCH**

As a civic congregation, Joy Evangelical Lutheran Church will support organizations and groups that respond to the needs of our community.

We recognize that these needs may either be inside or outside the congregation, and may benefit individuals or corporate entities.

Joy Evangelical Lutheran Church will upon Council approval:

- A. Accommodate meetings, functions, activities, and or projects at our facilities provided that:
  1. The request is made to the church office
  2. The requestor completes the facilities use request form detailing the proposed usage, group affiliation, date/ time of usage, specific needs, contact person, and any other details deemed necessary.
  3. The requestor agrees to the usage fee of \$75.00 for the first hour, and \$25.00 for each additional hour.
  4. Church Council reviews and approves facility use according to:
    - A) Appropriateness
    - B) Risk to church
    - C) Scheduling
    - D) Demand on facility and or staff
- B. Notification of the requestor of approval or denial, including priority scheduling in case of unforeseen parish needs. Notification will be made by the church office. Church needs will be a priority for use of all facilities.
- C. Publicize the event or function in the "Tidings" newsletter, on our website and Facebook page.
- D. A letter of thanks will acknowledge donations and gifts from the organization.

## FACILITIES USE REQUEST

Name of organization making request

- a. Proposed usage
- b. Date and time(s)  
Specific needs
- d. Contact person
- e. Contact's phone number
- f. Other details that may be necessary

Office use only:

Date request was received.

Notification date

Approved

Denied

Notification of church staff