



Atonement Lutheran Church  
1900 Westfall Road  
Rochester NY 14618

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)**

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### Insurance (for ongoing/group use. Not needed for individual/one-time use for meetings/recitals)

Does your organization have Liability Insurance?      Yes      No

*A Certificate of Liability Insurance listing Atonement Lutheran Church as an additional insured must be provided to the church office seven (7) days in advance of the first event for any organization that uses the facility on a regular basis. All organizations must sign a Release of Liability form.*

### 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 an authorized representative of the above organization, 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 direct my organization to treat this facility accordingly. I agree to be responsible for my organization's 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 above organization and understand that it is my responsibility to cancel any meeting of the organization if neither of the undersigned contacts can be present.

**~ ~ Please Note: Recurring use of this facility must be renewed with this application annually. ~ ~**

### 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. 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	76	\$75
Kitchen (Coffee pots/microwave/sink/stove/refrigerator/dishwasher)		\$50
Conference Room	15	\$50
Reissig Hall (air-conditioned)	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**