## **Community of the Cross Lutheran Church**

10701 Bloomington Ferry Road Bloomington, MN 55438 office@cclcmn.org + (952)941-1247

<u>Complete all blanks</u> and return form to Community of the Cross Lutheran Church as soon as possible. Reservations will be confirmed upon receipt of this <u>completed</u> application form plus Facility Use Deposit of \$100. *Fees are to be paid in full at least 7 business days prior to the time of event*. A \$50 cancellation fee will be enforced within 30 days of the event.

| Primary Contact Person(s):  | Phone:                        |
|---|-------------------------------|
| Address:  |                               |
| City, Zip:  |                               |
| Email Address   |                               |
| Person supervising activity (if different from Primary Cont   | tact Person):                 |
| Supervisor will arrive at:a.m./p.m. Supervisor must arrive before other participants-this is the time the but                                   | ervisor Phone:                |
| If you will be using the Fellowship Hall for a meeting, p<br>How many registration tables will you need?<br>How many head tables will you need? | Do you need a microphone?     |
| Please describe your preferred set up (example: number  | of tables/chairs):            |
| If you will be using the Sanctuary, please complete th  | he following:                 |
| Is this event open to the public?   |                               |
| Do you plan on using CCLC piano? Do   | you plan on using CCLC organ? |
|   |                               |
| Will you be using CCLC Sound Equipment?   |                               |
| Will you be using CCLC Sound Equipment?   Does your event necessitate moving of the altar furnishi  | ngs?                          |

## Building Use Fees (per event)

|  | first 3 hours-minimum)          | (Additional / Hour) |
|--|---------------------------------|---------------------|
| Sanctuary <sup>*</sup> (SA) (seats 400)  | \$350                           | \$75                |
| *Use of the Sanctuary must be pre-approved by the Pasto                                | Dr.                             |                     |
| Sound System and Technician (Sanctuary Only  | ) \$100                         | \$30                |
| *Live Stream Technician  | \$100                           | \$30                |
| Kitchen & Fellowship Hall (FH+)-seats 200  | \$175 (1 <sup>st</sup> 100 ppl) | \$75                |
| Fellowship Hall (FH) - seats 200<br>*100-150 people \$50, 150-200 people \$100         | \$150 (1 <sup>st</sup> 100 ppl) | \$75                |
| Gathering Space (GS)—max capacity 75   | \$125                           | \$50                |
| (Gathering Space only available May-August)  |                                 |                     |
| Meeting Room (MR) - max capacity 15  | \$100                           | \$25                |
| Classrooms (#2-11)   | \$100                           | \$25                |
| Nursery  | \$75                            | \$25                |
| ADDITIONAL CUSTODIAL FEES<br>*In the event extra cleaning or repairs are required afte | \$25/hr<br>r the event.         |                     |

FACILITY USE DEPOSIT\*

\$100 along w/initial application

\*\$50 Cancellation fee within 30 days of event

ALCOHOL POLICY-no alcohol consumption is allowed on church property, indoors or outdoors.

KITCHEN SUPPLY POLICY—outside groups must provide their own supplies including: plates, cups, utensils, napkins, etc.

LIABILITY: The applicant agrees to assume full responsibility for injury to persons and damage to property arising from the use of the facility by applicant hereunder and agrees to indemnify and hold harmless Community of the Cross Lutheran Church from any and all claims and damages relating hereto.

Signature

Date

Be sure to list any additional times that you expect to use the building for set-up, rehearsal, preparation, etc. Rooms, capacities and fees are listed on reverse side. Be sure to list all rooms you will need to use as rooms will not be available for use without prior notice.

| Date | Opening<br>Time | Start<br>Time | End<br>Time | Room(s)<br>Requested | Type of Activity | Approx.<br>number<br>of persons |
|------|-----------------|---------------|-------------|----------------------|------------------|---------------------------------|
|      |                 |               |             |                      |                  |                                 |
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