

**ST. LUKE EVANGELICAL LUTHERAN CHURCH**  
**Facilities Request Form**  
**Revised March 13, 2011**  
(610) 688-0122

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person Address: \_\_\_\_\_

Contact Person Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Purpose of proposed use: \_\_\_\_\_

Facilities Required: \_\_\_\_\_

Number of people attending (approximate) \_\_\_\_\_

Frequency of use: \_\_\_\_\_

Dates Desired: \_\_\_\_\_

Hours of Use, including set-up time required: \_\_\_\_\_

Alternate Date or Dates: (Contact St. Luke Steward) \_\_\_\_\_

Special Needs, (furniture, etc) – Note Extra Charges May apply:  
\_\_\_\_\_

\_\_\_\_\_  
Signature Required

Checked: \_\_\_ Calendar \_\_\_ Pastor \_\_\_ Steward \_\_\_

Saint Luke Event: Revenue Account \_\_\_\_\_ Expenses charged to Account \_\_\_\_\_

Other Event: Rent amount \$ \_\_\_\_\_ Received date: \_\_\_\_\_ Account \_\_\_\_\_

The Facilities Use Agreement and other use arrangements shall be administered by a Steward, who is authorized to make final decisions, consistent with this policy and these conditions, on behalf of Saint Luke Church (STL) in all matters pertaining to the scheduling and use of the facilities and Agreements thereof.

*A. Reservations*

1. Groups or individuals wishing to make reservations should do so by contacting the STL Main Offices at the church facility at 203 North Valley Forge Road, Devon, PA 19333, by calling 610-688-0122, or by contacting STL via email at office@saintlukedevon.org.
2. The following groups may make reservations for events prior to six months in advance:
  - a. The Evangelical Lutheran Church in America, the Southeastern Pennsylvania Synod, Lutheran Theological Seminary at Philadelphia, and their related organizations.
  - b. Nonprofit community organizations, including but not limited to the American Red Cross for blood drives, the American Association of Retired Persons, the Musical Coterie of Wayne, Radnor Nursery School, AA, etc.
  - c. Church-member nonprofit organizations
  - d. Church members whose activities are private and not open to the public
3. All other groups may make reservations up to six months in advance.
4. The Lobby may be used for check-in tables only. No food or beverages are to be served in the lobby area.

*B. Kitchen*

1. By prior arrangement, and for an additional fee, the ovens, stove, freezer, and refrigerator in the kitchen are available for use during the rental time and must be cleaned by the Applicant, or the Applicant must agree to engage an STL- approved vendor to clean the appliances and areas according to STL requirements.
2. All counter tops, sinks, and work surfaces used must be cleaned thoroughly with a solution provided by STL (a bleach and water mixture) but not dried.

*C Fees, Deposits, and Refunds (see schedule)*

1. Facility rental fees and the security deposit will be required in full at the time the reservation is made.

*D Cancellations*

If cancellation occurs 29 days or less prior to the reservation date, STL will retain all booking and facility rental fees; however, the security deposit will be refunded. If cancellations occur earlier, a sliding refund will be applied as per the fee schedule.

*E. Available Equipment and Set Up*

Rental of facilities includes all tables and chairs. Risers and a podium will be available when requested at an additional charge.

*F Liability, Loss, and Damage*

STL shall not be liable for any injury to persons or loss or damage of group or individual property which occurs during an event or use of an STL facility.

Applicant understands that no alcoholic beverages in any form are to be served at an event, unless a separate Agreement with STL in writing supersedes this provision.

*G Alcoholic Beverages*

No alcoholic beverages in any form are to be served at an event, unless a separate Agreement with STL in writing supersedes this provision.