

# Celebration! Lutheran Church

39375 Joy Road, Westland, Michigan 48185  
(Phone) 734-582-4112  
Reverend James L. Fogle, Pastor

## GENERAL CHURCH POLICY AND PROPERTY USE

- Respect for the Church and others using the Church at the same time is expected, no running, yelling, profanity, drugs, liquor, or gambling please.
- Smoking is not allowed in any part of the church building.
- Use of the Gathering space, Fellowship room, Great Hall and/or Kitchen, including stove, ovens, refrigerator, freezer, or coffee pots require prior approval by the Church Office. Kitchen supplies, paper products, dishes, silverware, utensils, coffee, sugar, cream, and etc. are for church use only.
- General clean-up is expected including, wiping all counters and table tops, replacing any tables and/or chairs back to their original place. Trash to be bagged and placed in the black trash bins located outside the kitchen door (blue tubs are for recyclables).
- Do not dispose of food scraps or wash dishes in the sink in the Fellowship room, there is a garbage disposal and triple sink in the kitchen for use.
- Heat/cool. Please do not change thermostat settings.
- When leaving, all lights to be turned off, doors locked, and all appliances turned off.

A donation fee of \$100.00 (\$60.00 for members) is suggested for use of any room.

Set-up and teardown of tables and chairs is not included in the rental of the Great Hall. (Fee is \$40.00 for 100 persons or less- \$60.00 for more than 100).

You must supply your own linens or chair covers. We can recommend an outside supplier if needed.

Room use is limited to 5 hours unless approved in advance. Usage beyond 11:00pm requires pre-approval. Use of the nave/chancel or chapel is by special permission only.

Renter will be responsible for any and all damages to church property or equipment.

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*Please sign and return form to church office. Make all checks payable to Celebration Lutheran Church.*

Name of Group or activity: \_\_\_\_\_

Liability Insurance Information: \_\_\_\_\_

Room requested: \_\_\_\_\_ Date requested: \_\_\_\_\_ Start time\*: \_\_\_\_\_ End time\*: \_\_\_\_\_

Estimated number attending: \_\_\_\_\_ Will food be served: \_\_\_\_\_ Audio/Video required\*\*: \_\_\_\_\_

Room fee (\$100.00)  CLC member (\$60.00)  Set-up/tear-down fee \$ \_\_\_\_\_  Paid \$ \_\_\_\_\_

Name of activity contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_ CLC Approval by: \_\_\_\_\_

\* Start time to include set-up, end time to include clean-up. \*\*Contact office if Audio/Video equipment is needed.

Rev. – May 17, 2018