



Genesis Lutheran Church

7200 Mack Ave. Detroit, MI 48214 • (313) 571-7371 • Fax: (313) 571-0938
genesis@geneislutheran.org

Request for Space Form

All requests must be submitted to the church office for approval no less than 2 weeks in advance. Email/fax form, or call office at 313.571.7371, Monday- Thursday, 10 am – 2 pm. Leadership Approval required for all non-member activity requests.

Pastors:

Pulpit Supply
Dr. Ken Grant

Ministers:

Vacant
Minister of Evangelism &
Outreach

Tameka Martin
Minister of Education

Conya Hall
Minister of Finance

Vacant
Minister of Health & Social
Concerns

Cindy Cowan
Minister of Liturgical
Expression

Brenda Taylor-Horn
Minister of Personnel

Florence Bellefant
Minister of Property

Vacant
Minister of Spiritual Care

Officers:

Dale Cowan
President

Robin McCants
Secretary

Arkissia Denning
Treasurer

Staff:

Kimberly Reaves
Account Analyst

Wykina Blue
Administrative Assistant

Valorie McCune
Minister of Music

Name of Event _____

Date of Event _____

Time of Event (include set-up and clean-up) _____ - _____

Anticipated number of Guests _____

____ Fellowship Hall ____ Conference Room ____ Meeting Room Only
____ Sanctuary ____ Church Grounds
 ____ Kitchen ____ Parking Lot
 ____ Need Refrigeration ____ Grass Area

Additional Requests (Rates subject to change): ____ Musician \$250 ____ Pastoral Presence \$150

Mandatory parking lot security fee is \$10/hour. This fee is in addition to any designated fees associated with building use. (Rate is subject to change.)

Deposit of 50% of total fees required for non-members and is due two weeks before event date. Balance due on or before day of event, before event begins.

Contact Information of Person Requesting Space:

Name _____

Organization _____

Best Number to be reached _____

Best Time to call _____

Email Address _____

Church []

Non-Member []

Community Group []

FOR INTERNAL USE ONLY

[] Request Approved:

Fee\$ _____ Security\$ _____ Total\$ _____ Deposit (50% of total) _____

[] Request Denied – Reason for denial _____

Leadership Team Member _____ Date of Action _____

Sexton _____ Security _____

GENESIS LUTHERAN CHURCH, 7200 Mack Ave., Detroit, MI 48214
BUILDING USE AGREEMENT FOR USE OF FACILITIES AND EQUIPMENT

This is an agreement for the use of a portion of Genesis Lutheran Church for the group or individual signed below. Within this policy, "User" refers to the individual or group that will be using the facilities. A responsible adult should serve as the contact person between a representative of Genesis Lutheran Church and the User.

If your application for building use is granted, all parties involved **MUST** agree that:

1. The User assumes full responsibility for the use and final condition of the facilities. All used areas of the building shall be cleaned by the user and returned to the same condition as found. All garbage must be bagged and disposed of in the proper waste receptacles on site. Furnishings may **not** be taken outside.
2. Genesis Lutheran Church is not responsible for damages or claims of any kind, whether to persons or property arising from an incident during occupancy of the church building and/or its property. All damages, injuries or incidents that occur during the use of the building should be reported to the church representative within 24 hours. Users of the building agree to hold harmless Genesis Lutheran Church, its congregational council, committee members, employees, and ministers from all such claims of every kind.
3. A representative of Genesis has the right to enter the Space at any time for any reasonable purpose, including any emergency that may threaten damage to the property, or injury to any person in or near the Space.
4. Genesis Lutheran Church will provide mandatory parking lot security service. Fee is in addition to any designated fees associated with building use. Genesis will not be responsible for any theft or damage to personal items that occur in or outside of the building.
5. The User of the building will restrict access of their group to the areas of the building noted on the application.
6. Persons under 21 years of age may not be in the building unless a responsible adult is physically present. The User shall take reasonable precautions to prevent unauthorized persons from entering and/or occupying the premises.
7. Property belonging to Genesis Lutheran Church shall not be removed from the premises. The User of the building will be held responsible for any damaged or missing property. User agrees to reimburse Genesis Lutheran Church the cost of repair or replacement for any damage to the church building and/or its property, caused by any person attending the function for which the church building and/or its property was used.
8. Some use of alcohol by individuals of legal age is allowed with notification to a Genesis representative. However, intoxication or behavior that comes with excessive drinking is not acceptable and proper authorities will be notified if such behavior takes place. Genesis is a smoke-free building. **SMOKING IS NOT ALLOWED ANYWHERE INSIDE THE BUILDING.**
9. Genesis's church activities/events take priority if there is a conflict with User's requested date for an event. However, with sufficient notice, and if possible, an alternative location in the building may be made available to your group.
10. Overnight Activity: Persons under 21 years of age must be chaperoned by an adult 21 years of age (1 adult per 8 youth). Co-Ed events must have adult co-ed chaperones. All girl events must have adult female chaperones. All boy events must have adult male chaperones.
11. CANCELLATION: User must call within 48 hours of event to cancel or forfeit deposit.
12. The User agrees to pay any designated fees associated with building use. A deposit of 50% of total fees must be made to reserve requested date at least two weeks before day of event. Balance is due in full, on or before day of event, before event begins; payable by CASHIERS CHECK or MONEY ORDER (no personal checks).

Date of Event _____ Time of Event (include set-up & clean-up) _____ - _____

I have read, understand and agree to the terms stated in the Building Use Agreement.

Name of User _____

Signature _____ Date _____