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 Con	atact Person):
Supervisor will arrive at:a.m./p.m. Supervisor must arrive before other participants-this is the time the b	ervisor Phone:uilding will be open.
If you will be using the Fellowship Hall for a meeting, How many registration tables will you need?	
How many head tables will you need?	
Please describe your preferred set up (example: number	r of tables/chairs):
If you will be using the Sanctuary, please complete t	he following:
T .1.	
Is this event open to the public?	
	you plan on using CCLC organ?
	you plan on using CCLC organ?
Do you plan on using CCLC piano? Do	

Building Use Fees (per event)			
	(first 3 hours-minimum)	(Additional / Hour)	
Sanctuary* (SA) (seats 400) *Use of the Sanctuary must be pre-approved by the	\$350 Pastor.	\$75	
Sound System and Technician (Sanctuary C	Only) \$100	\$30	
Kitchen & Fellowship Hall (FH+)—seats 2	\$175 (1 st 100 ppl)	\$75	
Fellowship Hall (FH) - seats 200 *100-150 people \$50, 150-200 people \$100	\$150 (1 st 100 ppl)	\$75	
Gathering Space (GS)—max capacity 123	\$125	\$50	
Meeting Room (MR) - max capacity 30	\$100	\$25	
Classrooms (#2-11)	\$100	\$25	
Nursery	\$75	\$25	
ADDITIONAL CUSTODIAL FEES *In the event extra cleaning or repairs are required	\$25/hr d after the event.		

FACILITY USE DEPOSIT*

\$100 along w/initial application

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 Time	Start Time	End Time	Room(s) Requested	Type of Activity	Approx. number of persons

^{*\$50} Cancellation fee within 30 days of event