



Peace Lutheran Church and Academy

W240 N6145 Maple Ave, P.O. Box 123, Sussex, Wisconsin 53089

Office: Phone (262) 246-3200 Fax: (262) 246-8455

Email: parish@peacesussex.org Website: www.peacesussex.org

The Rev. Peter C. Bender, Pastor
Mr. Jim Frerking, Acting Administrator

The Rev. Gary V. Gehlbach, Asst. Pastor
Mrs. Kimberly E. Hughes, Headmaster

Divine Service: Sun-7:45 am & 10:30 am, Wed-6:45 pm Bible Class & Sunday School: 9:15 am

Peace Lutheran Church and Academy Facility Reservation Request Form

Name of Group: _____

Purpose of Reservation: _____

Date of Reservation: _____

Requested Beginning and Ending time: _____

Name of main contact person: _____

Daytime phone number of contact person: _____

Fees

Individual/Organization	Deposit	Facility Fee	Insurance Certificate
Members of Peace Lutheran Church, Peace Lutheran Academy, or Concordia Catechetical Academy	None	None	None
Organizations affiliated with the Lutheran Church Missouri Synod or other religious organizations in spiritual agreement with Peace Lutheran Church	None	None	None
Not for Profit 501(c)3 groups which engage in charitable or educational work consistent with the mission of Peace Lutheran Church	\$ 200	None	None
Other Not for Profit 501(c)3 groups	\$ 500	None	None
Private gathering of individuals not affiliated with Peace Lutheran Church	\$ 1000	\$ 100 / hr	Liability Insurance Certificate of \$ 1 M
Private gathering of an organization not affiliated with Peace Lutheran Church	\$ 2000	\$ 200 / hr	Liability Insurance Certificate of \$ 1 M

User Agreement

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict its faith.
2. To the best of my knowledge, the purpose for which I am requesting use of church facilities will not contradict the church's faith. I am not aware of any beliefs that are professed by me or the organization I represent that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
3. I understand that if my facilities reservation request is approved, I will need to deposit the fee identified above. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
4. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the church's Facilities Use Policy, a copy of which is available on the church's website and which I have read and understood.
5. I understand that the church reserves the right to cancel any reservation, or terminate a transpiring reserved event, at any time.
6. The church believes disputes are to be worked out between parties without recourse to the courts (Matt. 18 and 1 Cor. 6). Accordingly, users of church facilities agree to resolution of any disputes through Christian mediation.

Disclaimer

Any opinions or views expressed by the above-named group, its members, agents, affiliates, representatives, or related persons, which are contrary to the church's statement of faith, shall not be construed as an endorsement by the church of those opinions or views. Peace Lutheran Church and Academy reserves the right as to any person expressing such opinions or views to eject them from church facilities.

Name

Date