HOLY CROSS LUTHERAN CHURCH Cleveland, Ohio

BOARD OF PROPERTY

In an effort to better utilize our buildings and equipment and to avoid scheduling conflicts, the Board of Property has established the following guidelines for the use of our property:

- Two checks are required:
 - \$25.00 Minimum Hall Rental Fee.
 - \$50.00 deposit due for cleaning. This deposit will be refunded if the hall is cleaned before you leave.
- A request form for hall usage must be filled out by every group. These requests will be approved within two weeks of receipt.
- The request form is printed on the reverse side.
- We do not rent the hall to outside groups.
- No alcohol or smoking of any kind will be allowed in the buildings.
- Please use only those areas of the building that you requested.
- Any borrowed equipment is to be returned at once.
- Do not leave any dirty dishes or towels in the kitchen.
- Make sure all floors are swept and any spill wiped up. Please empty trash bags and replace liners. Liners are located in the kitchen by the exit door in the top drawer.
- Make sure all lights are out and doors and windows locked.
- No food is to be left out.
- Report any broken equipment to the Board of Property.
- The building <u>must</u> be exited by 10:30 P.M. nightly unless special permission has been granted.
- As is the custom at Holy Cross a free-will donation to cover utility expenses is appreciated.

Please make sure the building is left cleaner than you found it. Failure to follow these rules could result in a deposit being required and/or forfeited.

Any questions please contact the Board of Property.

HOLY CROSS LUTHERAN CHURCH FACILITY USAGE FORM

Na	ame	Phone		
Gı	roup Name			
Da	nte(s) Needed			
Pl	ease check the area(s) of the	hall/church/annex you will n	eed to use:	
	Gym	Kitchen	Meeting Rooms	
	Chairs	Tables		
	Annex	Church		
•	Please make sure all lights	are turned off and doors are	locked.	
•	All equipment must be returned to its proper location.			
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•	Any borrowed equipment must be checked out and returned in a reasonable amount of time.			
•	As is the custom at Holy Cross a free-will donation to cover utility expenses is appreciated.			
•	If you do not have a key it is <u>your</u> responsibility to make arrangements with someone from the Board of Property.			
Bo	oard of Property Use Only:			
Da	nte Received	Reques	st Denied Approved	