



# Decorah Covenant Church

*"God's Word Alive in Community"*

## Facilities Use Request Form and Fees

Decorah Covenant Church  
115 Washington Street, Decorah, IA 52101  
Phone: 563-382-1342 E-Mail: [decorahcovenant@gmail.com](mailto:decorahcovenant@gmail.com)

Today's Date: \_\_\_\_\_ Date Received by Church Office: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Address: \_\_\_\_\_

Person Responsible for Function: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Description: \_\_\_\_\_

Dates(s) Requested: \_\_\_\_\_ Time(s) Needed - Begins \_\_\_\_\_ Ends \_\_\_\_\_

Approximate Number Attending Event: \_\_\_\_\_

### Rooms Needed:

|  |                    |
|--|--------------------|
| _____ Sanctuary                            | Hours Needed _____ |
| _____ Gathering Space                      | Hours Needed _____ |
| _____ Downstairs Kitchen                   | Hours Needed _____ |
| _____ Class Room (s) Requested: _____      | Hours Needed _____ |
| _____ Library                              | Hours Needed _____ |
| _____ Nursery (see Nursery Use Guidelines) | Hours Needed _____ |

### Equipment & Services Requested: (circle all appropriate)

Keyboard      Piano      Music Stands  
Sound System      PowerPoint/VCR/DVD      Podium

Describe Needs: \_\_\_\_\_

Other: \_\_\_\_\_

Rectangular Tables (seats 8-10) \_\_\_\_\_ Folding Chairs \_\_\_\_ (Indicate location/setup needs below.)

Decorah Covenant Church  
Facilities Use Request

- 1) The use of alcoholic beverages and smoking are not permitted anywhere in the church or on its grounds.
- 2) The use of church facilities does not automatically mean parties can use the sanctuary, audio-visual, sound, musical, or other equipment. Use of the sanctuary and any sound or musical equipment must be approved by the DCC worship leader.
- 3) The church will not be responsible for injuries, loss or theft.

I have read the guidelines above and agree as a leader of this group to abide by them while using the facilities of Decorah Covenant Church.

Signed \_\_\_\_\_ Date \_\_\_\_\_

DCC Facilities Use Discerner \_\_\_\_\_ Date \_\_\_\_\_

DCC Facility Events Coordinator \_\_\_\_\_ Date \_\_\_\_\_

### Fee Schedule

|                         |  |
|-------------------------|--|
| Sanctuary               | \$50 first 2 hours, \$25 each additional hour  |
| Gathering Space         | \$75 for 4 hours, \$15 each additional   |
| Downstairs Kitchen      | \$75 with appliance usage (oven, stove, refrigerator)<br>\$25 just serving food, \$12 if no food but just using space. |
| Class Room(s)           | \$12/room  |
| Library                 | \$15   |
| Nursery                 | \$20   |
| Sound System w/operator | \$75/event up to 3 hours (\$20/hr. after 3 hrs. and for rehearsals on separate date)                                   |
| PowerPoint/Video        | \$75/event up to 3 hours (\$20/hr. after 3 hrs. and for on separate date)  |
| Computer/VCR/DVD        | \$10   |
| Kitchen Supervisor      | \$15/hour (determined by Fellowship and Service Committee Chair)   |
| Custodial               | \$10/hour  |
| Deposit required        | 50% of total fees to be calculated and collected at time of meeting with Facility Manager (minimum of \$50)            |

\*Members/Regular Attendees of Decorah Covenant Church: 100% off all items.

*Note: An additional \$20 fee will be applied for any event scheduled after noon on Saturdays.*