

# FACILITY USAGE APPLICATION

First American Lutheran Church  
511 Madison Street  
Oconto, Wisconsin 54153  
(920) 834-2460 Office  
[falc@bayland.net](mailto:falc@bayland.net)

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Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Area to be used \_\_\_\_\_ Function \_\_\_\_\_

Request date \_\_\_\_\_ Time \_\_\_\_\_

# of tables requested \_\_\_\_\_ # of chairs requested \_\_\_\_\_

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## Fees:

Use of Facility ..... \$200.00

Refundable Deposit ..... \$50.00

*The \$50.00 deposit will be returned as long as the area rented is properly cleaned and returned to its original state.*

Total usage charges ..... \$ \_\_\_\_\_

*(Two separate checks should be written, one for "use of facility" the other for "refundable deposit". Both checks should be payable to First American Lutheran Church. )*

\*Please note: additional fees may be required in special circumstances.

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## Guidelines

We are pleased to share our facilities with the community. We ask your cooperation in these few matters:

- If using the kitchen, please make sure that water faucets are turned off, coffee pot(s) and sinks cleaned, and counters wiped down.
- If using the stove, **please** check that all the pilot lights are still burning when you leave the facility.
- Please empty any used garbage cans. Trash may be placed in dumpster in parking lot.
- Please sort recyclable items. Bins for that purpose are located under the stainless steel counter.

Make yourself at home...help us keep it clean