

St. Andrew Lutheran Church  
 11345 Miller Road, Whittier, CA 90604  
 Phone (562) 944-1148 • Fax (562) 944-2313  
[office.standrewlutheranchurch@gmail.com](mailto:office.standrewlutheranchurch@gmail.com)

For office use:  
 Approved: \_\_\_\_\_  
 Calendar 1: \_\_\_\_\_  
 Calendar 2: \_\_\_\_\_  
 Notices: \_\_\_\_\_

**REQUEST FOR USE OF BUILDINGS AND/OR GROUNDS**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Date of use: \_\_\_\_\_ Time of event: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Time buildings/ grounds needed (including set-up & clean-up): Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Frequency (please specify):

One-time    Weekly \_\_\_\_\_    Monthly \_\_\_\_\_    Other \_\_\_\_\_

Purpose: \_\_\_\_\_ Size of group \_\_\_\_\_  Adults    Youth

Usage fees: Fees are based on each individual event and the facilities requested, and will be determined at the time of scheduling.

	<b>Facilities requested</b> (please check all that apply)	<b>Capacity</b>
	Sanctuary	500
	Fellowship Hall	Theater style seating - 300 Banquet table seating - 150
	Classroom (s)	Varies by room (approximately 8-20)
	Grounds	
	Kitchen	
	Other (please specify)	

## RULES AND REGULATIONS FOR USE OF FACILITIES

- All individuals or groups hosting non-church events on our campus must provide a certificate of liability insurance coverage for at least \$1 million, and submit an “Additional Insured Endorsement” listing St. Andrew Lutheran Church as an additional insured party.
- Usage of alcohol on the St. Andrew campus (for other than communion) is limited to beer and wine, and must be approved by the Congregation Council prior to each event. Individuals/groups providing alcohol at their event must confirm that their certificate of liability insurance policy covers host liquor liability, and also adhere to the policy requirements. They are also responsible for monitoring the consumption of beer and/or wine during the event. Anyone who serves alcohol at the event, such as professional bartenders, friends, family, or other individuals, is also required to provide a certificate of liability insurance coverage for at least \$1 million.
- Approval for facilities usage shall be granted only for reasons consistent with the use of church buildings.
- St. Andrew will provide the facility in good operating condition. The lessor will be responsible for returning the facility in the same condition as it was prior to the event. Lessor is responsible to report any damage to St. Andrew immediately. Any damage caused by the lessor will be charged to the lessor as per the agreement.
- Lessors are responsible for providing their own event supplies, including but not limited to paper goods, cleaning products, and food, e.g., coffee, creamer, sugar.
- Smoking or use of intoxicants and/or narcotics on church property is prohibited.
- St. Andrew Lutheran Church shall not be responsible for lost/stolen property belonging to those using the facility.
- St. Andrew Lutheran Church shall not be liable for injury or liability incurred by persons using the facility.
- If necessary, a key will be issued to responsible party. Key must be returned within 24 hours. Office hours for return of key are Monday, Wednesday, Thursday, Friday (closed Tuesday), 9 AM to 1 PM.
- All events/activities must end no later than 10:30 PM.

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Signature of Responsible Party

Phone

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Address

City

Zip Code