

**FACILITIES USAGE**  
**St. Benjamin's Lutheran Church**  
**700 Krider's Cemetery Road**  
**Westminster, MD 21157**  
**410-848-3311 [stbens@qis.net](mailto:stbens@qis.net)**

Please fill out this form and return it to the church office to reserve church facilities. A month's lead time is appreciated as the Church council need to grant approval.

Name of group/organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person's cell phone: \_\_\_\_\_

Date requested: \_\_\_\_\_

Indicate which space you would like to reserve.

Space	Rental to Public (non-wedding)	Rental to Church Member
____ Sanctuary+	\$280 & \$70 Custodial Fee	Gratis, but a donation is greatly appreciated. \$65 custodial fee if desired or necessitated.
____ Makolin Lounge+	\$80 & \$20 Custodial Fee	
____ Fellowship Hall	\$200 & \$70 Custodial Fee	
____ Kitchen	\$50	
____ Library	\$50	
____ Scout Room	\$50	
____ Pavilion	\$50	

+ = no food or beverage allowed in sanctuary or lounge

Space needed for: \_\_\_\_ Meeting, \_\_\_\_ Reception, \_\_\_\_ Activity

For Council Approval: \_\_\_\_ Approved, \_\_\_\_ Denied, \_\_\_\_ Secured a St. Benjamin's representative to assist with logistics -- security, key, utilities including kitchen stove, if required.

For Office: \_\_\_\_ On Calendar, \_\_\_\_ Notified Contact Person \_\_\_\_ Notified Custodian

**FACILITIES USAGE**  
**St. Benjamin's Lutheran Church**  
**700 Krider's Cemetery Road**  
**Westminster, MD 21157**  
**410-848-3311 [stbens@qis.net](mailto:stbens@qis.net)**

**NOTES**

- There is no usage or other fees for church members or auxiliaries of the church to use any of the church's facilities. Church-sponsored activities take precedence over all other uses of building space.
- Pursuant to the state comptroller's officer, the church's facilities may not be rented for commercial purposes (product sales at parties, music lessons, etc.)
- Clean-up is the responsibility of church members using the facilities. Please refer to the check-list below. Church members can engage the custodian for clean-up at \$65 per room per use.
- For building usage for a wedding, please contact the wedding coordinator and pastor for detailed information and a list of fees.
- **For use by the general public of the pavilion as well as other space for a gathering larger than 20 people, proof of liability insurance naming St. Benjamin's as "additional insured" must be included in paperwork for a facilities usage request.**

**CHECKLIST (upon completion of event)**

- \_\_\_\_\_ Fellowship Hall is returned to "as found" condition
- \_\_\_\_\_ Floor swept of debris at end of event
- \_\_\_\_\_ Trash is removed to dumpster outside kitchen
- \_\_\_\_\_ Lights off
- \_\_\_\_\_ Bathrooms okay
- \_\_\_\_\_ Windows & doors secured
- \_\_\_\_\_ Kitchen left in "as found" condition
- \_\_\_\_\_ No church paper products used
- \_\_\_\_\_ Kitchen equipment returned to storage spaces
- \_\_\_\_\_ All perishable food items taken or disposed
- \_\_\_\_\_ No items broken or needing repair
- \_\_\_\_\_ If something is, what? \_\_\_\_\_
- \_\_\_\_\_ Dirty dishtowels - Either put in dirty tote or taken to be cleaned by you