



# Lake Nokomis Presbyterian Church

1620 E 46<sup>th</sup> Street, Minneapolis, MN 55407

## Room Use Agreement

DATE: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Date(s)	Room(s)	Description of event

*Suggested donation amount based on a formula of \$5/person per half day. \$20 minimum per room for chapel, Gathering Room, kitchen, and 2 <sup>nd</sup> floor sitting room. (Nokomis Hall, Storyteller's Lodge and long-term space-sharing negotiated separately). 1-4 hours - \$5/person, 4-8 hours - \$10/person	Number of people	Hours of use	Suggested Donation Amount*	Additional Donation (tax deductible):	Total Paid:

**Welcome to Lake Nokomis Presbyterian Church's building. We are glad you are sharing our space. GOOD TO KNOW...**

### WHOM TO CONTACT

It is important to us that you can make yourself at home, and know who to contact with a question or concern, or in case of an emergency. Krysta is your first contact. She can be reached the office by appointment, and by phone message anytime at 612-721-4463, or by email at office@lakenokomispc.org. If you need to reach someone after business hours, the chair of our building committee is Gary, whose number is 651-454-2391.

### YOUR PARTICIPATION IN HOSPITALITY

One of our core values is hospitality. In a culture of increasing isolation and wariness, we seek to live guided by the awareness that we are all recipients of, and participants in, God's love and kindness. This mission of hospitality extends to use of our building: It is deeply important to us that our building be a shared space of welcome and mutual respect, where we are all hosts and guests of one another. Groups using the building are not responsible for overseeing or checking on any other groups or individuals, but **please extend warmth and welcome to one another**. By sharing our space, you also share in our mission of hospitality, so we request that your group join us in seeking to embody this spirit of hospitality. **CURRENTLY MASK USE IS REQUIRED IN ALL SPACES. Theater performers and speakers may be unmasked while speaking/performing with distance maintained between the stage/podium and the audience.**

### CARING FOR THE SPACE

Like a family house, we all share the responsibility for this space.

- Please leave rooms welcoming for others, clean up any messes, and return furniture to its proper location.
- If your gathering produces trash, please take it with you when you leave. (An overflowing dumpster creates problems with neighbors).
- For security reasons, do not prop open the front door. (Some groups use a sign with a cell number, or station a greeter to let others in).
- Report to Krysta or Gary anything that is damaged or out of order, or any other concerns.
- **PLEASE FOLLOW POSTED OCCUPANCY AND CLEANING REQUIREMENTS FOR EACH SPACE.**

Donations help us cover heat, electricity and upkeep to the building, and every little bit helps. We are grateful for the donations that help keep use of this space possible. When groups who have the ability to pay more do so, it helps us host groups with less capacity to pay. We are grateful for the donations that help keep use of this space possible for all.

**Thank you for sharing space and our mission of hospitality!**