

FACILITY USE REQUEST FORM
Family of Christ Lutheran Church
Lakeville, Minnesota

We look forward to sharing our church facility spaces and you being part of our church family embraced by God's Grace, growing in faith, serving and proclaiming Christ's love for all people.

Purpose: This form is for requesting use of rooms or spaces within the Family of Christ (FOC) church facilities at 10970 185th St W, Lakeville, Minnesota. It should be filled out and sent to office@familyofchrist.com, mailed, dropped off at the church office, at least 14 days prior to the event. Our goal is to respond to your request in 3-5 business days. E-mail or call 952-435-5757 with any questions.

Organization or Group Name:	
Organization or Group Contact:	Name:
	Phone:
	e-mail:
Date of event:	
Is this request for a recurring event? If yes, include recurrence tempo (weekly, monthly, etc.)	
Start and stop time of the event:	
Total number* of attendees during the time:	
Requested rooms or spaces for use: See attachment for floor plan and available spaces.	

*As of June 5, 2020, Occupancy has been reduced to accommodate for the required social distancing of at least six feet between people who do not live in the same household. In indoor settings, occupancy must not exceed 50% of total occupancy, with a maximum of 250 people in a single self-contained space. In outdoor settings, gatherings must not exceed 250 people. (Minnesota Department of Employment and Economic Development [guidance](#).)

User responsibilities:

Before event:

- Gain approval by preparing and submitting this completed from 14 days prior to the planned date of use.
- Communicate expectations of attendees and participants

- **Stay at home if you are sick or not feeling well,**
 - If, while at FOC you begin to feel ill, immediately leave the building and go home and seek medical attention as your symptoms warrant,
 - **Wash your hands before arriving at church**
 - **Sanitize your hands upon arrival**
 - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol,
 - **Cover your coughs and sneezes,**
 - **Practice social/physical distancing** by keeping at least 6 feet of space between people or family units,
 - Clean and disinfect frequently touched surfaces,
 - Wearing cloth face coverings or masks is strongly encouraged,
 - Take ethical responsibility for yourself, friends, family and our communities, and
 - Report to the church, office@familyofchrist.com, 612-310-1007, or 952-435-5757 any symptoms or positive tests for COVID-19 occurring within 14 day of interacting with church leaders or congregational members, or being in the church facilities.
- Gather additional/backup cloth face covers or masks for attendees.

During event:

- Sanitize hands upon arrival.
- Gather and retain a list of attendees along with their contact information including name and phone number as a minimum. See attached optional form. Forms will also be available at church.
- Screen attendees using the following questions:
 1. **Do you have a new or worsening Cough?: YES / NO**
 2. **Are you experiencing new or worsening Shortness of Breath?: YES / NO**
 3. **Do you have TWO (2) or more of the following symptoms?: YES/NO**
 - **Temperature/fever of 100.4 degrees Fahrenheit or above,**
 - **Chills,**
 - **Headache,**
 - **Sore Throat,**
 - **Muscle pain, or**
 - **Loss of taste or smell**

If the **answers to all three are NO**, the **individual can enter** the church spaces and participate.

If the **answers to any of the three is YES**, the **individual WILL NOT BE ALLOWED** to enter or participate and should be asked to return home, monitor their health, and seek medical attention as needed.

- Remind attendees of expectations from above.
- If an individual becomes sick during the event, ask them to go home.
- Socially/physically distance from each other or family units by 6 feet or more.
- Wearing cloth face coverings or masks is strongly encouraged,
- Disinfect touched surfaces such as door handles, chairs, tables, etc.,
- Sanitize or wash hands as departing.

After event:

- All attendees should monitor their health.
- Report to the church, office@familyofchrist.com, 612-310-1007, or 952-435-5757 any symptoms or positive tests for COVID-19 occurring within 14 day of interacting with church leaders or congregational members, or being in the church facilities.
- Provide a list of attendees and their contact information to public health officials for tracing purposes should there be a case of COVID-19 associated with the group or the church.

Please know this is a very dynamic time and circumstances surrounding the pandemic and mitigation measures may change. We will do our very best to keep you informed and safe. Please call if you have any questions or concern. We look forward to supporting you and your mission.

Acknowledgement of responsibilities:

Signature:	
Printed Name:	
Date:	
Contact info:	Phone:
	E-mail:

Resources and References:

- Industry Guidance For Safely Reopening: Faith-Based Communities, Places of Worship, Weddings, and Funerals: https://mn.gov/deed/assets/worship-guidance-ACC_tcm1045-433301.pdf (June 5, 2020)

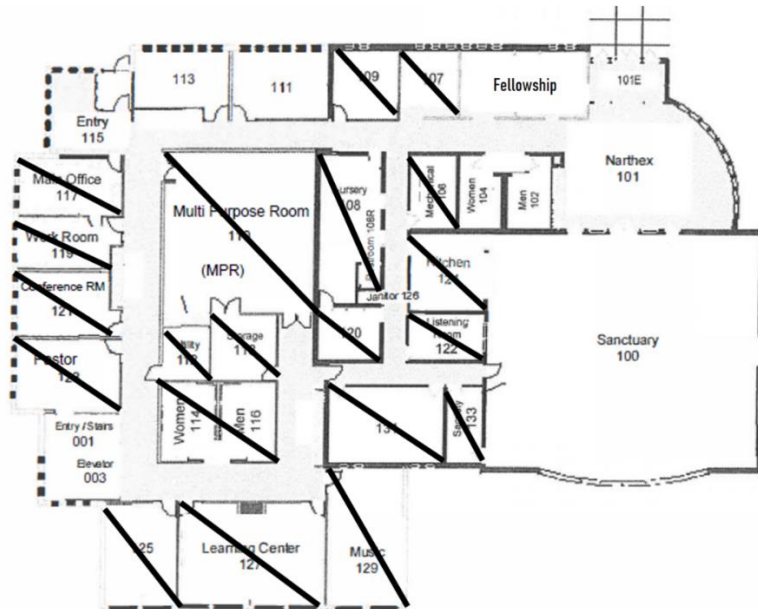
Administration:

This form was last reviewed and updated: **June 22, 2020.**

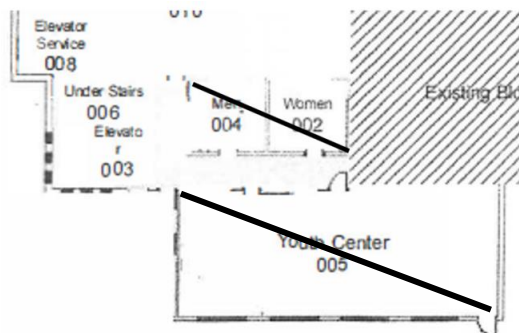
Facility Room and Space Information

Room Number	Space Name	6' Socials Distancing Capacity
100	Sanctuary	45
101	Narthex	18
103	Fellowship	8
102	Restroom – Men	N/A
104	Restroom - Women	N/A
111	Classroom	5
113	Classroom	5
005	Youth Center* * No Restroom Access	N/A

Main Floor Plan:



Basement Floor Plan:



Group Attendee Contact Information
To be retained by Group Contact/Organizer

Organization or Group Name:	
Organization or Group Contact:	Name:
	Phone:
	e-mail:
Date of event:	
Start and stop time of the event:	
Rooms or spaces for use:	

Attendees:

Name	Phone	e-Mail

Name	Phone	e-Mail