

PLTS Policy for use of Facilities: revised December 1, 2007

	Suggested Minimum Donation for use by Affiliates:	Charges for non-Affiliates	
Chapel only	200	400	Does not include sound system use
Chapel Classroom	150	300	
Chapel and Classroom	300	600	Does not include sound system use
Sawyer Hall (excl kitchen)	150	300	
Sawyer Kitchen	100	200	Requires training by PLTS staff
Founders Great Hall	100	200	
Vaulted Classroom	75	150	
Giesy 1 (smart)	100	200	
Giesy 2	50	100	
Outside patio (any)	50	100	Does not include use of space heaters or BBQ

Other requirements:

- 1) Maximum time period is 6 hours
- 2) All events must terminate by 10:00pm
- 3) User must obtain insurance naming PLTS as insured; minimum value \$10,000
- 4) Key host must be available during all functions; charge is variable according to actual cost
- 5) Additional charges apply for set up and clean up if required at \$60 per hour
- 6) \$200 refundable security deposit is required
- 7) # of attendees cannot exceed fire capacity
- 8) Cars cannot exceed 100; parking attendant required if # of cars to exceed 50
- 9) Cars cannot block the fire road or emergency exits
- 10) Premises must be returned to pre-event status or clean up charge applies
- 11) Sound system use requires hiring PLTS staff to operate
- 12) PLTS equipment is not to be removed from the campus

Affiliates are defined as current and retired employees, current GTU employees, current and former Board members of PLTS, current PLTS students, alumni of PLTS, staff of ELCA congregations, synods or churwide organizations.

Meetings related to school business that are held during regular working hours are not charged.