



The following person/organization requests the use of the building/grounds/ or other facility that Faith Lutheran Church owns or is responsible for:

I hereby request usage of: \_\_\_\_\_

For the following dates (or range of dates not more than 1 year): \_\_\_\_\_  
(State frequency of meetings)

On behalf of (organization): \_\_\_\_\_

Emergency contacts address and phone #: \_\_\_\_\_

**I. Introduction and mission of Faith Lutheran Church:**

The congregation of Faith Lutheran Church is, first and foremost, a place of Christian worship, study and fellowship; all uses of the building and grounds of our facility must be appropriate to the character and mission of our congregation.

*Faith's mission is to invite all people into everyday faith, to grow, serve, and become fully devoted followers of Jesus Christ.*

Priority of building use must be in accord with the mission of our congregation. (See Section IV).

With that understanding, Faith Lutheran Church is pleased to offer to the congregation, its members, and groups within the congregation an array of facilities for celebration, consolation, fellowship, study and assembly. In order to maximize the value and utility of the facility and grounds for these purposes, it is necessary to establish and observe certain policies for the use of the facilities for members, non-members, outside groups and their guests.

Faith Lutheran Church will require users of the property to complete an application for use if they are not a congregation member, (if the person is a member and the building is to be used for an organization they are affiliated with or belong to – they must complete an application). The application can be found as Appendix "A"

**II. PRIORITY OF USE:**

- 1 – Scheduled worship services
- 2 – Church related meetings, programs, sports and other activities
- 3 – Member celebrations of matrimony, receptions
- 4 – Member celebrations of life cycle events (birthdays, anniversaries, etc.)
- 5 – Approved community-related activities

If two groups and or applicants request usages and/or facilities at the same time, the Congregation Council will use their discretion to select the applicant most directly related to Faith Lutheran Church, activities, members, friends, etc.



### III. FACILITIES AVAILABLE FOR USE:

- A. Sanctuary and Narthex – Available only for religious services, life-cycle events and other appropriate events with a large anticipated attendance, subject to the approval of the Property Manager and Pastor/Council.
- B. Cafe – accommodates up to people 125 auditorium-style, 100 buffet-style, or 90 for table service; available for the uses described herein, served by main kitchen.
- C. Individual Rooms-accommodate 10-20 persons for meetings, subject to education schedules.
- D. Kitchen-may be used by approved caterers in conjunction with special rules designated by the kitchen committee.
- E. Grounds-available for outdoor receptions, picnics, and other appropriate events with prior approval.

### IV. WHO MAY USE FACILITIES?

- A. Faith Lutheran Church services, meetings and programs.
- B. Congregation sponsored sports leagues/recreational activities.
- C. Members and their immediate families may reserve facilities on a priority basis and for reduced fees for family events including receptions for: milestone anniversaries (i.e., 25, 30, etc.) and birthdays (65+), baptisms, weddings, funerals, and showers. Events can be scheduled no more than 6 months in advance of the requested date with the exception of wedding services involving only the worship area and narthex which may be made up to 12 months in advance.
- D. Outside groups such as charitable, educational, civic and social action groups may request the privilege of using the facilities subject to the fee schedule and building use priorities. **Use by all outside groups requires prior approval by the Church Council.**
- E. Outside events having particular relevance to the congregation are preferred. **However any fund-raising event for outside groups requires prior approval by the Church Council.** Non-fundraising events may be scheduled no more than 3 months in advance of the requested date. To allow time for Council approval, requests for fundraising events by outside groups should be submitted 6 months in advance of the requested date; however, the event will not be formally “booked” until 90 days before the requested date. An appropriate release and a certificate of public liability insurance may be required.

***The Council of Faith Lutheran Church reserves sole discretion to deny the use of its facilities to any group regardless of prior uses by the same or other groups.***

### V. NOT CONSIDERED FOR BUILDING USE

Non-Christian or non-social ministry fundraising; non-member private celebrations; outside sports leagues and recreational groups; political gatherings (exception: Polling Place); Groups unsympathetic to the gospel of Christ and the mission of Faith Lutheran Church.

No alcohol may be served on the premises.



## VI. SCHEDULING CONFLICTS/RIGHT TO CANCEL

1. Rooms are assigned on a "first-come" basis unless confirmed for regular use.
2. Attempts are made to provide consistent meeting spaces; however, room assignments cannot be guaranteed on a permanent basis.
3. The church reserves the right to withdraw or modify previously granted permission in the event that the space in question is needed for a church activity or program. In such cases, the user will be given as much advance notice as possible and all deposits, if any for that room, will be refunded.
4. Unforeseen events (funerals, memorial services, etc.) take precedence over all other reservations.

## VII. SUPERVISION

1. A minimum of two adult supervisors over age 21 from the organization using the facility must be present at all functions attended by children age 16 or younger. For large groups of children, the recommended ratio of adult supervisors to children is 2:10.
2. It is required that at least one adult be present in any room where there is a child or children present.
3. Unless otherwise agreed upon, a custodial or other designated staff person may need to be present for all outside program events. A fee will be charged if this event occurs when other church activities are not scheduled.

## VIII. USAGE FEES – See Fee Schedule (attached)

1. Facility
2. Equipment/Resources
3. Custodial

## IX. SECURITY DEPOSIT

To protect and ensure safekeeping of all church property, groups using the facility will submit a security deposit. A damage deposit of \$250 will be required for all groups. This deposit will not be returned to the user at the end of the usage period if the property has been left in unsatisfactory condition as deemed by the Property Coordinator. Users will be liable for damages over and above the deposit.

## IX. LIABILITY

The church's liability is limited to the amount of fees paid. In the event that space is not suitable or available for any reason, the church will return all fees paid in advance for the use of unavailable areas. The church is not responsible for any consequential or other damages that might result from areas being unavailable. Separate personal property insurance must be provided for all personal property, FLC cannot be responsible for any loss or damage to property of others.

## X. INDEMNITY

1. Responsibility form for members
2. Certificate of Insurance/Damage Waiver for outside groups due 30 days in advance.

I have read the Building use Policy and understand that by signing below on behalf of the organization listed OR for my specific use, I accept the terms and conditions of the policy:



I accept responsibility for a key to the premises that allows access to the area requested. A key deposit is required in the amount of \$50.00. Loss of the key will require the deposit to be forfeited. I also understand that the keys(s) must not be duplicated and are the property of Faith Lutheran Church.

Initial. \_\_\_\_\_

This permission for use can be revoked at any time if the status of Faith Lutheran Church changes, the petitioner fails to maintain the property clean and in agreement with this policy, or conditions warrant termination of the building use. A refund of deposit (if applicable) and un-used rent fees will be refunded if it is warranted for reasons other than stipulated in the document.

Name (responsible person): \_\_\_\_\_

Organization: \_\_\_\_\_

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

Property Coordinator AND designated council signature:

Property Coordinator \_\_\_\_\_

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

Council Representative \_\_\_\_\_ Title: \_\_\_\_\_

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



FEE SCHEDULE

Group fees: \$50.00 per month, to be paid on the first of every month.  
 \$250.00 deposit and first month's fees due *prior* to use.

Schedule of general fees:

	Members:	Non-Members:
Use of Sanctuary	NC	\$ 100
Sanctuary Custodial fee:	\$ 50	\$ 50
Use of Cafe:	NC	\$ 100
Café Custodial Fees:	\$ 50	\$ 50
Auditorium:	NC	\$ 300
Auditorium Custodial Fees:	\$ 50	\$ 50
Kitchen fees:	NC	\$ 50 per hour
Table rental:	NC	\$ 20 per table
Parking lot usage:	NC	\$100 per hour
(Not connected to an event)		
Use of individual rooms:	NC	\$40 per hour
AV Technician:	\$25 per hour	\$25 per hour



## Appendix A – Building use application

This application is for the purpose of documenting the use, responsible parties, and securing any deposits necessary.

## Keys

- Received a key to the facility
- Instructed on opening outside doors

## Room

- Walked through rooms being used for event/meeting
- Tables & chairs – available and storage (additional fees may apply).

## Bathrooms

- Shown where bathrooms are located.
- Inspected Bathrooms

## Set up Responsibility

- Understand the group holding the event is responsible for all set up and take down.

## Clean up Responsibilities

- All clean up is the responsibility of the group renting the facility.

## Equipment Usage

- The refrigerator, dishwasher, freezers, stove, any cooking equipment are not part of this agreement.
- If the refrigerator, dishwasher, freezers, stove, any cooking equipment is needed a separate usage fee needs to be provided.
- The coffee makers can be used, however coffee must be provided by group renting the kitchen. Appropriate clean up applies.
- The following are **not** to be used:  
Any audio/visual electronic equipment that is owned by Faith Lutheran Church. You must bring your own audio/visual equipment if needed (AV Technician is available-see fee schedule).