

Building Use Agreement

This agreement by and between _____
Owner's name *Owner's complete address*

("Owner"), and _____ ("User"),
User's name *User's complete address*

will take effect on the ____ day of ____ and will continue for a period of ____.
Day *Month* *Year* *Time period*

WHEREAS, Owner owns premises located at _____
Complete address

which is normally used for _____, and
Type of use

WHEREAS, User desires to use the _____ area of the building for the
Area of premises (e.g. church building)

purpose of _____, and
Purpose of use

WHEREAS, Owner has agreed to allow User to use the building provided that the following terms and conditions are met.

It is Therefore Agreed By and Between the Parties:

1. Owner agrees to let User use the above described premises for the above described purpose on

Describe times and days of usage *Name and Owner's contact person*

is the contact person for Owner and _____ is the contact person for User to
Name of User's contact person
coordinate the details of usage.

2. User agrees to pay Owner _____ for the use of the premises.
Amount

3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.

4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution.

5. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.

6. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.

7. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.
8. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
9. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
10. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.
11. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
12. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
13. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this _____ day of _____, _____.

day month year

Owner

User

Signer's Name

Signer's Name

Position with Owner (title)

Position with User (title)

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.

Lending Your Church Facilities

HAVE YOU ESTABLISHED GUIDELINES FOR LETTING OTHER ORGANIZATIONS USE YOUR BUILDING?

Scouting organizations, Weight Watchers, Alcoholics Anonymous, exercise groups, election boards, and other local organizations may ask to use your facilities to conduct their meetings or other events. Here are some issues you should consider if you are thinking of loaning or renting your church facilities:

INTENDED USE

First, identify the group asking to use your facilities. Will it offer a product or service to the public that conflicts with biblical values held by your ministry? Is the reputation of the group well established and generally accepted by your community?

Next, understand exactly what activities the organization will be conducting in your building. For example:

- Will the activities cause undue wear and tear on your facilities?
- Are they of a high-risk nature in which people might be easily injured?
- Will the group be confined to one specific area of the building, or will multiple rooms be required?
- If the group involves children or youth, will there be adequate supervision? Does the group use a child abuse prevention worker screening program that is at least as comprehensive as yours?

LEGAL CONSIDERATIONS

After weighing the issues above, your church must decide who will be responsible for injury or damage resulting from the event sponsored by the borrower. If you do not have a written agreement with the borrower before the sponsored event, your church may be held responsible. Obtain a "use of facility" agreement before allowing another group to use your building or grounds.

WRITTEN AGREEMENT

A written agreement should include these elements:

- Insist that the borrower have a public liability insurance policy with at least a \$1 million limit of liability coverage.
- The liability policy should also contain premises medical payments coverage with at least a \$5,000 limit.
- Require the borrower to have your church named as an "additional insured" on its policy for liability damages arising out of its activities on your premises.
- Require the borrowers to give you a certificate of insurance before the event demonstrating coverage and naming your church as an additional insured.
- Finally, require that the use of facility agreement contain a hold-harmless, indemnity, and defense clause for any liability claim arising from the borrower's activities on your premises. (Your Brotherhood Mutual agent can provide you with a sample agreement. Ask your church's attorney to review the agreement to make sure it complies with the laws in your state.)

Being a good neighbor suggests you should be open to helping people. Being a good steward suggests you take steps to avoid paying a claim arising from an activity your church didn't sponsor. A written agreement will help protect your church and keep your insurance premiums at the lowest possible level.



**First Assembly of God:
Policy and Procedure**

Facilities	
FAC-3	6/01/09

Fellowship Hall Kitchen Use Guidelines

Policy:

1. Fellowship Hall Kitchen facilities are available only to First Assembly of God ministries and to individuals and groups who have received approval for use of the kitchen through the Calendar Administrator.
2. First Assembly team members will use the church calendar system to reserve the Fellowship Hall Kitchen.
3. Congregation members and outside groups/individuals will submit all requests for use of the Fellowship Hall Kitchen to the Calendar Administrator.
4. Use of all kitchen facilities must be scheduled on the church calendar.
5. All use of the kitchen facilities must be approved in advance by the Director of Facilities.
6. Any group desiring to use equipment (i.e. glass plates,pots, bowls, silverware, carafes, coffee pots, etc.) off-site from the First Assembly building must complete a Food Service Equipment Receipt Form (#FAC3-1001).
 - a. This form is used to list the various equipment requested to be used and informs the user that the items must be returned in the same condition in which they were taken.
 - b. The Director of Facilites must approve all such requests.
7. All persons using the kitchen area are expected to leave the area clean.
8. Facility personnel will be responsible for:
 - a. Unlocking the kitchen area, including the cleaning closet, for user; (unless user has a church-issued key)
 - b. Showing user where the cleaning supplies are located;
 - c. Informing the user how to contact the custodian if needed;
 - d. Final walk-through with user to ensure all required cleaning has been completed;
 - e. Shutting and locking all doors and turning off all lights after the kitchen has been used; (unless user has a church-issued key)
 - f. Ensuring all bagged trash is taken to the dumpster.
9. Anyone using the First Assembly kitchen area must comply with the following guidelines:

User Guidelines:

1. Adult supervision is required in the kitchen at all times.
2. Disposable dinnerware and flatware will be used unless prior arrangements have been made.

3. Congregation members and outside individuals/groups must provide their own food. Items are not to be used in the freezer or refrigerator without permission.
4. Carefully read and follow instructions for using the dishwasher and coffee maker.
5. Wash, dry, and put away all dishes and utensils.
6. Wash all counter tops and work areas with cleaner provided.
7. Do not leave leftovers in the refrigerator.
8. Sweep and mop floors with cleaning items provided.
9. Check stove, oven and other appliances to make sure they are off.
10. Properly dispose of all trash in the trash cans provided.
11. Conduct a final walk-through with Custodian on Duty to verify all items above are completed.

REQUEST FOR USE OF FACILITIES

This questionnaire must be completed and submitted to Director of Communications for review and approval before any individual or organization will be allowed use of ministry facilities.

I. GENERAL INFORMATION

Requestor/Group: _____

Address: _____

City _____ State _____ Zip _____ Phone: _____

Contact Person: _____ Phone: _____
E-Mail: _____

II. EVENT INFORMATION

A. What is the purpose and/or nature of the proposed activity you intend to sponsor in/on our facility? Please describe the proposed activity in detail and/or furnish us a copy of the program outline.

B. Event Date(s) _____ Time(s): From _____ To _____

C. Set-Up/Rehearsal Date(s) _____ Time(s): From _____ To _____

D. Number of people expected to attend: _____

E. The following facilities are requested to be reserved:

Room(s) _____ Kitchen _____
Dining _____ Other _____

F. Which of the following listed needs would you expect our ministry to provide?

Room Set-Up _____ Custodial Assistance _____ Kitchen Use/Supplies _____

Other (Describe) _____

H. **Room Arrangement Instructions & Setup Needs** - Complete the First Assembly of God Setup Form included in your packet.

Is the Setup form for each room completed & attached? Yes _____ No _____

I. **Media Services Needs** - Complete the Media Services Request Form included in your packet.

Is the Media form completed and attached? Yes _____ No _____

J. **Food Services** - Please describe below in detail any proposed food services associated with this event and how you plan to provide these services.

First Assembly of God

K. **Parking Assistance** - Please describe below in detail any special parking needs associated with this event and how you plan to provide these services.

L. **Any Other Special Needs** - Please describe:

M. Please furnish any additional information or explanations which you feel would be helpful in evaluating your request.

III. CONCLUDING INFORMATION

Return this questionnaire to the address below no later than

This questionnaire will be reviewed and we will contact you with our availability. If you have any additional questions, please feel free to call us at (515)279-9766 and ask for the Calendar Administrator.

Please return this completed form and appropriate attachments to:

Calendar Administrator
First Assembly of God
2725 Merle Hay Road
Des Moines, IA 50310

IV AGREEMENT

The undersigned understands and agrees to abide by the First Assembly of God's Facility Use Guidelines and Usage Fee Instructions - copies of which I acknowledge receipt. If required, I will provide a guarantee that insurance will be provided. I understand that I am financially responsible not just for room fees, but also for any charges, damages, or other fees associated with use of the facility.

Signed

(Representative)

(Please Print Name)

Date

FOR MINISTRY INTERNAL USE ONLY

Date Completed Form Received:

Request: Approved

Denied

Comments Regarding Decision

Date requesting organization or person contacted

ROOM SETUP FORM

Event Name _____ Room Requested _____

Date Requested _____ Event Time _____ Setup Time _____

Ministry Related? Yes _____ No _____

Setup Needs:

Please check "Yes" or "No" for each item so we fully understand your needs for this event.

NEEDS	YES	NO	NEEDS	YES	NO
Use of Kitchen?			Dessert Plates?		
Tablecloths?			Cups?		
Dinner Plates?			Plastic Cutlery?		
Other: _____					

Number of Tables _____ Number of Chairs _____

SETUP PLAN

(Please show windows and doors)

Date Submitted _____ E-Mail _____

Contact Person _____ Phone Number _____

Approval: Calendar Administrator _____ Date: _____

Facilities Director _____ Date: _____



Media Support Request Form

(One per Room per Event)

Event Name: _____
Room: _____ Date of Event: _____
Requestor: _____ Date of Request: _____
Operator: _____ Event Start/End Time: _____

Requested Audio Equipment: (List the number of each item requested)

Wired Microphone Wireless handheld Wireless Body Pack
 Microphone Stand Boom Mic Stand Music Stand
 CD Player iPod Connection

List instruments below: (requests to use instruments go to WACA dept.)

Requested Video Equipment:

DVD Player VCR TV
 Projector/Screen Camera Computer Graphics

Recording: (check all that apply and list requested copies*)

Audio _____ Number of CD's
 Video _____ Number of DVD's

*One master copy for each format is provided free of charge. Extra copies can be provided for a set fee.

Additional Comments:

****Use back diagram to layout your requested setup using designated symbols****

FIRST UNITARIAN CHURCH
1800 Bell Avenue
Des Moines, IA 50315

BUILDING USE POLICY

Eligibility for Use

The church building is available free of charge for use by members, committees and church groups in support of church related activities. The building is available to members for non-church related activities and to non-church members and other organizations for rental.

- 1. Use by members and friends who have made a financial commitment to the church for non-church related activities**
 - a. May use the building at no charge for family-related rites of passage events such as weddings, memorials, dedications, birthdays, anniversaries, graduations and retirements.
 - b. Members in good standing receive a 50% rental discount for other family-related events not included in the preceding list.
 - c. Deposit provisions of this policy will apply at the discretion of the Director of Finance and Administration (DFA).
- 2. Use by organizations affiliated with the church**
 - a. Affiliated organizations may use the church for meetings or events for a reduced rate or free of charge at the discretion of the DFA. Deposit provisions of this policy will apply.
 - b. Affiliated organizations are groups supported by the church as defined annually by the Executive. (For example, for the 2012-13 budget year these groups would include: Second Basket recipient organizations, Gray's Lake Neighborhood Association, Interfaith Alliance, AMOS and DMARC.)
- 3. Use by non-church members or non-affiliated groups**
 - a. Non-affiliated groups whose purpose is compatible with the church's Ends Statements may rent space.
 - b. Activities held based on the rental of church space may not be incompatible with the values of the church.
 - c. Regular rental rates and deposit provisions apply.
 - d. Non-profits with a mission compatible with the church's principles **may** be eligible for a discount on rental rates. This discount may be applied at the discretion of the DFA considering space demands and impact to the facility.

Groups leasing space in the church may not engage in partisan political activity, i.e. activity that supports one political party's tenets to the exclusion of other options, or events that are designed exclusively for members of one political party or the other. Activities that provide an exchange of ideas, information or views on a particular political topic are welcomed, such as candidate debates, informational forums and other such activities. Activities must be consistent with the church's Ends Statements.

Facility Coordinator – Rentals by affiliated organizations, non-church members and non-affiliated groups when a member of the church is not present during the event will require the services of a Facility Coordinator provided by the church. The cost of the Facility Coordinator will be stated in the Building Use Agreement. The Coordinator will:

1. Provide access to the building and secure the building at the conclusion of the event.
2. Assist in locating supplies and any other church property (tables, chairs, etc.) included in the rental agreement.
3. Assist in the use of AV and other equipment, if included in the rental agreement.
4. Ensure appropriate cleanup and removal of decorations, etc.

The Building Use Agreement must include the name and signature of the church member who will be present when a Facility Coordinator is not required.

Sound Technician – Depending upon the need for the use of sound equipment for an event in the auditorium, a sound technician may be required at the discretion of the Minister or DFA. If a sound technician is required, the church will provide the technician at the rate stated in the Building Use Agreement.

Audio-Video Equipment Usage – The church has various pieces of audio-video equipment for usage during your event. Please discuss your needs with the DFA.

Alcohol Use – If alcohol is to be served, only wine, beer and champagne may be served. NO alcoholic beverages will be sold on the premises at any time, either directly or indirectly, through voluntary contributions or otherwise. There will **not** be a container available for the deposit of coins or bills. The responsible party will ensure alcoholic beverages will not be sold to or served by anyone under the legal age on church premises. The responsible party will not allow an intoxicated person to drive a motor vehicle from church property. All Iowa laws and Des Moines city ordinances must be followed by the responsible party. A separate Alcohol Policy Agreement will be signed by the responsible party.

General Provisions

Church events and activities will have first priority. All requests for building use are on a first come, first served basis.

A signed Building Use Agreement must be on file with the DFA for all affiliated organizations and non-church rentals.

Individuals must be 18 years of age in order to sign the Building Use Agreement and 21 years of age to sign the Alcohol Policy Agreement.

A certificate of insurance, naming The First Unitarian Church of Des Moines as an additional insured, may be required at the discretion of the DFA.

Food and beverages are NOT allowed in the auditorium or the Mary Safford room.

You, as the responsible party, must provide any food, beverages and paper products to be used for your event. This includes coffee, napkins, cups, plates and plastic ware. The church has two refrigerators in the kitchen. If you wish to use these, please inquire at the time of your reservation as to the availability.

All terms and conditions as listed on the Building Use Agreement must be met.

A deposit of \$150 is required at the time the Building Use Agreement is signed. The deposit covers any damage to the facility, equipment and contents as well as guarantees the space reservation. Notification to the DFA of the cancellation of the space reservation less than 30 days prior to the rental will result in forfeiture of the deposit. The deposit will be returned to the responsible party if all provisions of this policy and the Building Use Agreement are complied with.

FIRST UNITARIAN CHURCH
 1800 BELL AVENUE
 DES MOINES, IA 50315
 515-244-8603
BUILDING USE AGREEMENT

RESPONSIBLE PERSON _____
 LAST FIRST
 ADDRESS CITY STATE ZIP
 DAYTIME PHONE - - EVENING PHONE - -
 E-MAIL FAX - -
 ORGANIZATION _____
 PURPOSE OF GATHERING _____

EVENT DATE
OPEN BLDG AT
CLOSE BLDG AT
EVENT TIME
ESTIMATED ATTENDEES
ALCOHOL ___ YES ___ NO
CHURCH MEMBER ___ YES ___ NO

SPACE RENTAL FEES	FEE	# OF HRS	CHARGE
AUDITORIUM (no food or beverages)	\$50/hour or \$250 daily maximum	_____	_____
MARY SAFFORD ROOM (no food or beverages)	\$30/hour or \$150 daily max	_____	_____
CHANNING HALL			
No food, beverages only	\$35/hour or \$175 daily maximum	_____	_____
Light refreshments or catered meal	\$70/hour or \$350 daily maximum	_____	_____
Full meal prepared in kitchen	\$100/hour or \$500 daily maximum	_____	_____
CLASSROOMS, PATIO			
No food, beverages only	\$30/hour or \$90 daily maximum	_____	_____
Light refreshments or catered meal	\$40/hour or \$120 daily maximum	_____	_____
Full meal prepared in kitchen	\$70/hour or \$210 daily maximum	_____	_____
WEDDING PACKAGES (up to 8 hours, including rehearsal time)			
Wedding and reception (includes auditorium/Mary Safford room, 2 classrooms, Channing Hall, kitchen)	\$600	_____	_____
Reception only (includes Channing Hall & kitchen)	\$450	_____	_____
Wedding only (includes auditorium/Mary Safford room, 2 classrooms)	\$300	_____	_____
OTHER APPLICABLE FEES			
Facilities Coordinator	\$50 up to 2 hours, then \$20/hour thereafter	_____	_____
Sound System Technician	\$25/hour	_____	_____
Equipment Rental (TV/DVD/Screen/laptop/projector)	\$20 per item	_____	_____
Janitorial Fee	\$50	_____	_____

TOTAL FEES (Due 14 days in advance)	PAID	_____	_____
DEPOSIT \$ 150.00	PAID	AMOUNT	DATE
DUE UPON SIGNING		_____	_____
(Required to hold reservation and to cover damage or cancellation.)		AMOUNT	DATE

Fees do not include honoraria for the professional services of the minister or pianist.

**TERMS AND CONDITIONS OF BUILDING USE
FIRST UNITARIAN CHURCH**

1. **RESPONSIBLE PERSON:** The individual responsible for the rental and signing this agreement must be at least 18 years of age. You and others are a guest in our facility. Please act accordingly.
2. **CANCELLATION:** This agreement may be canceled up to 30 days prior to the event without penalty. Cancellations less than 30 days prior to the event will result in forfeiture of the entire deposit.
3. **SMOKING:** No smoking in any part of the building under any circumstances.
4. **ALCOHOL:** If alcoholic beverages are served, an Alcohol Policy Agreement must be signed and all terms complied with.
5. **DECORATIONS:** You may provide your own decorations. No decorations may mar or damage the walls, windows, floors, fixtures, ceilings, tables or any other part of the building or its contents. The following may NOT be used: glue, pins, tacks, nails, staples, screws or tape. Blue delicate surface painters tape MAY be used but even this tape may cause damage. No candles are allowed except for votive candles in appropriate votive candle holders, battery-operated candles or for a wedding ceremony, candelabras with glass globes. All decorations must be removed at the conclusion of the event. See item 13 below regarding damage.
6. **EVENT PUBLICITY:** The Church name and address may be used to identify location. The Church telephone number may not be published. You may not indicate the church is a sponsor of your event unless you have specific written permission from the Director of Finance and Administration.
7. **PERSONAL PROPERTY:** The Church is not responsible for lost, stolen or damaged personal property. Security, if needed, must be provided by the renter.
8. **NOISE:** Please be considerate of others in the building and our neighbors. Noise levels must comply with the City of Des Moines noise ordinance.
9. **SPACE:** The renter must confine the members of their party, including children, to the space(s) rented and restrooms.
10. **LATE PENALTY:** Failure to meet the prearranged opening and closing schedule will result in an inconvenience fee to be deducted from the deposit, at the rate of \$50 for each 5 minute delay.
11. **EARLY DEPARTURE:** No part of any fee will be refunded for early departure. If you plan to depart earlier than building use agreement states, you must notify the DFA and the Facility Coordinator.
12. **CLEAN-UP:** The renter is responsible for picking up all areas used. Trash bags are furnished. All items brought to the facility for the event must be removed prior to the agreed-upon building closing time. If kitchen equipment is used, it must be washed, dried and returned to the appropriate location in the kitchen prior to building closing time.
13. **DAMAGE:** The renter is responsible for any and all damage to Church property, equipment and contents. No part of the building may be damaged or marred by any decorations or other items affixed to walls or ceilings. All costs incurred to repair such damage will be deducted from the deposit. Any remaining deposit will be refunded. If any of the above charges exceed the deposit, the renter will be billed for any charges in excess of the deposit.
14. **HOLD HARMLESS:** The responsible party hereby agrees to defend, indemnify and to hold First Unitarian Church, and all of its employees, agents, representatives, affiliates, contractors, or invitees, harmless from any and all claims, causes of action, judgments, suits and/or demands of every nature instituted by any other person or entity, claiming that First Unitarian Church is liable, in whole or in part, directly or indirectly, for any injuries or damages claimed to have arisen out of the renter's use of First Unitarian Church pursuant to this agreement.
15. **COST OF ENFORCING THIS AGREEMENT:** Should legal action be required to enforce the terms of this agreement, First Unitarian Church shall be entitled to recover all costs including court costs, reasonable attorney's fees, paralegal fees, and expert fees.

I have read and agree to all terms, conditions and fees as detailed in this agreement.

RESPONSIBLE PERSON _____ **DATE** _____

CHURCH MEMBER PRESENT _____ **DATE** _____
(if applicable per policy)

CHURCH REPRESENTATIVE Deborah L. Dessert (Signed) _____ **DATE** _____
Deborah L. Dessert, Director of Finance and Administration, 515-244-8603. Ext. 101, dfa@ucdsm.org

Sound Technician Checklist

Sound Technician -

Facility Coordinator -

Date of rental -

Party responsible for the rental and phone number -

Type of event -

Space rented -

Scheduled event time -

Technician scheduled time -

Describe sound needs -

To be completed by Sound Technician:

My time in:

My time Out:

Comments -

Signed by Sound Technician: _____ Date: _____ Time: _____

Place the form in the mailbox for the Director of Finance and Administration (DFA) before you leave the building. The form must be returned before the church can pay you for serving as Sound Technician. Thank you for your time and service to the church!

Office Use Only:

Amount to be paid to Sound Technician: \$

Signed:

Date:

FIRST UNITARIAN CHURCH
1800 BELL AVENUE
DES MOINES, IA 50315

ALCOHOL POLICY AGREEMENT

If alcoholic beverages are to be served, the responsible party agrees that no alcoholic beverages will be sold on the premises at any time, either directly or indirectly, through voluntary contributions or otherwise. There shall not be present a container available for the deposit of coins or bills. It is understood that the Church does not have an Iowa State Liquor License, which must be held by any establishment to legally provide liquor for the receipt of money.

Alcoholic beverages allowed include beer, wine and champagne.

If alcoholic beverages are served, this Alcohol Policy Agreement must be signed. The responsible party also agrees to use proper discretion in the dispensing of alcoholic beverages; no alcoholic beverages shall be served to or by anyone under the legal age on the premises and the responsible party will not allow an intoxicated person to drive a motor vehicle from church property. All Iowa laws and Des Moines city ordinances shall be followed by the responsible party.

The responsible party agrees to indemnify and hold harmless the First Unitarian Church of Des Moines, its employees and members for any damages or legal fees which may be sustained as a result of serving alcoholic beverages at any function held on Church property.

RESPONSIBLE PARTY SIGNATURE

_____ (must be 21 years of age or older)

DATE _____

PRINT NAME

Facility Coordinator Checklist

Facility Coordinator -

Date of rental -

Party responsible for the rental and phone number-

Open building: Scheduled -

Actual -

(penalty to renter of \$50 for each 5 minute delay)

Close building: Scheduled -

Actual -

(penalty to renter of \$50 for each 5 minute delay)

Type of event -

Space rented -

Alcohol served- Yes No

Equipment rented –

Sound technician and scheduled time, if applicable –

To be completed by Facility Coordinator at the conclusion of the rental:

_____ Complied with Alcohol Use policy (to the best of your observation), if applicable

_____ Decorations removed

_____ Trash picked up

_____ Food and supplies brought in removed

_____ AV Equipment returned in same condition as rented. If not, note damage _____

_____ Facilities and other equipment used in the same condition as when rented. If not, note damage

Signed by Facilities Coordinator: _____ Date: _____ Time: _____

Place the form in the mailbox for the Director of Finance and Administration (DFA) before you leave the building. The form must be returned before the church can pay you for serving as Facilities Coordinator. Thank you for your time and service to the church!

Office Use Only:

Amount to be paid to Facility Coordinator: \$

Signed:

Date:

Facilities Use Policy

1. General Policy

The primary use of Gloria Dei Lutheran Church facilities shall be the development, organization, operation and promotion of Lutheran churches, schools, Sunday schools and subsidiary organizations for the teaching of the Lutheran faith and religious belief, and to do all other things subsidiary, necessary or convenient for the carrying out or into affect the main purposes and objectives of Gloria Dei Lutheran Church. The use of these facilities must be Christ-centered, glorifying to God for the purpose of building up His church, for the edification of all its members, and for the reaching out to the spiritually lost. Gloria Dei also recognizes that using the church facilities for other activities and meetings serves an important outreach service to the community. This policy defines the guidelines under which the members of Gloria Dei, as well as non-members can use the various areas of the church facilities.

2. Priority of Use

A. Ministry

Gloria Dei Lutheran Church ministry programs, events, and activities, either on-going or one-time-only. In the event of a funeral, events scheduled for the Family Life Center may be moved or cancelled, as needed.

B. Ministry Related

On-going or one-time-only programs, events, and activities hosted by other area LCMS churches/schools.

C. Members

On-going or one-time-only programs, events, and activities hosted by members of Gloria Dei Lutheran Church. (Weddings are explained in the Wedding Book.) The facility is not available for personal fundraisers or for-profit businesses or organizations.

D. Community Need

On-going or one-time-only programs, events, and activities hosted by non-LCMS churches/schools, civic groups, foundations, organizations, etc.

E. Non-members

The facility is not available for use for graduation parties, personal fundraisers or for-profit businesses or organizations. Any exceptions to this policy must be approved by the Senior Pastor or Executive Director.

3. Conditions and Limitations of Usage

A. No activity, taking place anywhere on church grounds may in any way compromise the non-profit tax-exempt status of Gloria Dei Lutheran Church.

B. All events must begin and end within the time frame reserved.

C. Non congregation-sponsored events may not extend past 10:00 p.m.

D. No alcoholic beverages may be served or consumed on church property other than in the service of Holy Communion.

E. Gloria Dei Lutheran Church is a designated smoke-free facility.

F. Other than restrooms, use of the building must be limited to that part of the building requested.

- G. The user is responsible for returning furnishings to their original arrangement and removal of materials brought into the building. Failure to do so will result in forfeiture of any refundable fee and possible refusal of future use of the facility.
- H. Approval by the Director of Publicity or Executive Director is required before placing any advertising or announcement in or around the facilities. In the event you would like to have signs for directing participants, they will be made for you in the church office.
- I. Tickets to events may be sold in the facilities prior to the event. Approval of the Senior Pastor or Executive Director is required to sell tickets on Gloria Dei property.
- J. Wagering or other forms of gambling is prohibited on the premises.
- K. Events already scheduled may be pre-empted for Worship Services, Church Ministry events or failure to follow established policies. In the event of a funeral, events scheduled for the Family Life Center may be moved or cancelled, as needed.
- L. All children in the facility must have appropriate supervision.
- M. Nursery must be staffed by Gloria Dei staff. If nursery space is needed, approval from the Director of Children's Ministry is needed. The fee for nursery staff is \$20.00 per hour, with a minimum of one hour. Staffing needs will be determined on a per event basis by Gloria Dei staff. Please contact the church office with questions.
- N. Gloria Dei reserves the right to change room assignments if necessary to other appropriate space. In the event of a funeral, events scheduled for the Family Life Center may be moved or cancelled, as needed.
- O. Use of sound equipment, organ, piano, or any other musical equipment is not permitted without the assistance and written approval from the Director of Worship.
- P. Facility requests are not scheduled until a Facility Use Agreement is signed and returned to the office, along with payment of any fees. Failure to do so may result in loss of requested space. If fees need to be billed, prior approval for billing must be obtained from the Executive Director.
- Q. All scheduling must be done through the Administrative Assistant in the Church business office. Failure to do so may result in cancellation of the space request, as well as possible refusal of future scheduling for that group.
- R. Exceptions to any policy in this handbook must be approved by the Senior Pastor or Executive Director.
- S. Use will not be allowed by groups:
- whose purposes oppose Christianity
 - who plan or advocate the violation of federal, state, or local laws
 - who intend to hold non-Christian religious services
 - whose by-laws, articles of incorporation or practice prohibit membership on the basis of race, sex, age, or national origin
 - whose purpose is inconsistent with the mission of Gloria Dei

Sport Related Practices

Sport related practices for non-Gloria Dei activities will be considered for sister LCMS congregations/schools and other religious schools. We are unable, at this time, to accommodate requests from public schools and city-sponsored practices.

4. Facility Size and Usage Requirements

Classrooms

Single Rooms

Theater Style Seating, chairs only- 25-30 occupants

Tables and Chairs in conference or square –15 or less occupants

Double Rooms

Theater Style Seating, chairs only – 50-60

Tables and Chairs in conference or square- 25-30 occupants

Tables in rows – up to 40 occupants (this would be used for a dinner event)

Family Life Center

There are tables available as stated below:

10 round tables-comfortably seats 6 chairs each, maximum of 8 chairs per table

40 - 8 ft. tables- for up to 150 chairs

250 chairs theater style

Youth Center

Multi level tables and chairs in current set up.

8ft. tables and folding chairs are available for up to 50 people.

5. Room Use Fees

Classroom -

Members: \$25 deposit; fully refundable when space is left in normal use condition.

Non-members: \$20 per single classroom, per day.

\$40 per double classroom, per day.

Family Life Center (FLC) –

Non-members:

Empty Room use only: \$25—no tables, chairs or media equipment.

Conference Use of space for **non-member** groups or organizations:

\$150 for groups of any size (see Facility Size Use and Requirements)

Empty room or Banquet Use of space for **members**

(activities such as, but not limited to, baptism, confirmation, or graduation receptions)

\$25.00 deposit; fully refundable when the space is found in the same condition in which it was set up.

Kitchen – Use of the kitchen **does not** include refrigerator or freezer space.

If you would like coffee, tea, water, or food items available for your event please indicate this on the Facility Use Agreement. Gloria Dei Lutheran Church has “beverages on demand” available at your request. *Donations for coffee and tea will be accepted.* Additional fees will be incurred for other beverages and food items. Please contact the Church business office for details regarding charges.

Members:

\$25.00 deposit fully refundable when the space is left in normal use condition, needing no custodial care.

Non-members:

\$50 (\$25 may be refunded if left in clean condition, needing no custodial care.)

Youth Center

Members:

\$25 deposit; fully refundable when the space is found in the same condition in which it was set up

Non-members:

\$40.00 for use as currently set-up with multi level tables and chairs.

\$75.00 for use with tables and chairs.

Sanctuary and Narthex – fee based on individual event basis

Any and all fees may be waived by the Senior Pastor or Executive Director. As part of Gloria Dei's ministry mission, fees will be waved for approved Missouri Synod district events.

6. Media Equipment Available for Use (for fees see section 7. Media Use Fees)

DVD Player
Handheld Microphone
Lapel Microphone
Transparency/Overhead projection
TV/VCR/DVD on Cart
Video Projector
Video Projector on Cart
Video Screen
Portable Audio

7. Media Use Fees

These fees include set up and tear down only. This schedule reflects a per day fee.

Classroom Equipment

Portable Video Projector with screen	\$ 15.00
Portable Sound	\$ 15.00

Family Life Center

Projection	\$ 25.00
Audio	Unattended \$ 15.00

Sanctuary

Projection	\$ 25.00
Audio	Unattended \$ 15.00

Updated 6-2011

Facility Use Agreement

Your Event Information

Name of Contact: _____ Name of Group _____

Mailing Address: _____ City _____ Zip _____

Phone: _____ Cell: _____ E-Mail: _____

Type and Description of Event: _____

Event Date(s): _____

Start Time _____ a.m. / p.m. ~ End Time _____ a.m. / p.m.

Time for set up _____ minutes / hours ~ Time for tear down _____ minutes / hours

Room Use and Fees

Members: \$25 deposit; fully refundable when space is left in normal use condition.

	<u>Room Requested</u>	<u>Amount</u>
Classroom: single classroom	_____	_____
double classroom	_____	_____
Family Life Center: Gym Use	_____	_____
Banquet Use	_____	_____
Kitchen:	_____	_____
Youth Center: Couches in theatre style	_____	_____
Table and Chairs	_____	_____
Non-Members:		
Classroom: \$20 per single classroom, per day	_____	_____
\$40 per double classroom, per day	_____	_____
Family Life Center: Gym Use - \$25 (no set-up, tear down or equipment use)	_____	_____
Conference - \$150	_____	_____
Kitchen: \$50	_____	_____
(\$25 refundable if left in clean condition and no custodial care needed)		
Youth Center: \$40 table groupings already set	_____	_____
\$75 for use with 8ft. tables and folding chairs	_____	_____
Sanctuary and Narthex: fee based on individual event	_____	_____

Media Use Fees

		<u>Media Requested</u>	<u>Amount</u>
Classroom Equipment			
Portable Video Projector with screen	\$ 15.00	_____	_____
Portable Sound	\$ 15.00	_____	_____
Family Life Center			
Projection	\$ 25.00	_____	_____
Audio Unattended	\$ 15.00	_____	_____
Sanctuary			
Projection	\$ 25.00	_____	_____
Audio Unattended	\$ 15.00	_____	_____

TOTAL FEES CHARGED FOR YOUR EVENT

Continue on back side

We request coffee and tea be available for our meeting. ____ yes ____ no

(The church accepts a free will donation for this service.)

We are interested in having other food available for our meeting. (If “yes”, someone on staff will contact you with further information.) ____ yes ____ no

Please make check payable to Gloria Dei Lutheran Church and return with this Facilities Use Agreement. Please make copies for your own records.

AGREEMENT

I have read and agree to all conditions set forth in the Space Request Form for Gloria Dei Lutheran Church, Urbandale, Iowa. I agree to care for the facility as if it were my own and to always treat it as God’s house.

Signature _____ Date _____

Please return this form with your payment by _____

Failure to do so will result in forfeit of your space. Please contact Administration Assistant at Gloria Dei Lutheran Church if you have any questions or problems.

Received by _____ Date _____

Gloria Dei Lutheran Church Administration

Facility Use Agreement

Your Event Information

Name of Contact: _____ Name of Group _____

Mailing Address: _____ City _____ Zip _____

Phone: _____ Cell: _____ E-Mail: _____

Type and Description of Event: _____

Event Date(s): _____

Start Time _____ a.m. / p.m. ~ End Time _____ a.m. / p.m.

Time for set up _____ minutes / hours ~ Time for tear down _____ minutes / hours

Room Use and Fees

Members: \$25 deposit; fully refundable when space is left in normal use condition.

	<u>Room Requested</u>	<u>Amount</u>
Classroom: single classroom	_____	_____
double classroom	_____	_____
Family Life Center: Gym Use	_____	_____
Banquet Use	_____	_____
Kitchen:	_____	_____
Youth Center: Couches in theatre style	_____	_____
Table and Chairs	_____	_____
Non-Members:		
Classroom: \$20 per single classroom, per day	_____	_____
\$40 per double classroom, per day	_____	_____
Family Life Center: Gym Use - \$25 (no set-up, tear down or equipment use)	_____	_____
Conference - \$150	_____	_____
Kitchen: \$50	_____	_____
(\$25 refundable if left in clean condition and no custodial care needed)	_____	_____
Youth Center: \$40 table groupings already set	_____	_____
\$75 for use with 8ft. tables and folding chairs	_____	_____
Sanctuary and Narthex: fee based on individual event	_____	_____

Media Use Fees

		<u>Media Requested</u>	<u>Amount</u>
Classroom Equipment			
Portable Video Projector with screen	\$ 15.00	_____	_____
Portable Sound	\$ 15.00	_____	_____
Family Life Center			
Projection	\$ 25.00	_____	_____
Audio Unattended	\$ 15.00	_____	_____
Sanctuary			
Projection	\$ 25.00	_____	_____
Audio Unattended	\$ 15.00	_____	_____

TOTAL FEES CHARGED FOR YOUR EVENT _____

Continue on back side

We request coffee and tea be available for our meeting. ____ yes ____ no

(The church accepts a free will donation for this service.)

We are interested in having other food available for our meeting. (If “yes”, someone on staff will contact you with further information.) ____ yes ____ no

Please make check payable to Gloria Dei Lutheran Church and return with this Facilities Use Agreement. Please make copies for your own records.

AGREEMENT

I have read and agree to all conditions set forth in the Space Request Form for Gloria Dei Lutheran Church, Urbandale, Iowa. I agree to care for the facility as if it were my own and to always treat it as God’s house.

Signature _____ Date _____

Please return this form with your payment by _____

Failure to do so will result in forfeit of your space. Please contact Administration Assistant at Gloria Dei Lutheran Church if you have any questions or problems.

Received by _____ Date _____

Gloria Dei Lutheran Church Administration

Hope Lutheran Church
----- *Building Usage Guidelines -2013*

It is our desire to offer to our members the use of our church building for extended ministry opportunities. We thank God for this place, and how it can be used to further His Kingdom.

It is important to note that all ministry functions will take priority over any non-ministry functions.

Please understand that your scheduled activity could be cancelled or postponed with a 24-hour notice from the Church office. This change could be caused by an updated ministry need or an unexpected ministry opportunity.

When you are given approval to use the church facilities remember the building is still a part of God's House. With that in mind we would ask that your group be very respectful of the building, its contents, and the overall surroundings. This means leaving the building in as good as or better condition than you found it. If this is not done, we reserve the right to cancel your approval to use this facility for a future function. It would be our hope that this would never happen.

As you begin your activity we would highly encourage you to offer a prayer, lead a short devotion or in some purposeful way show Christ to your group. This place is all about God; do not miss an opportunity to show Him.

Cost: We do not charge a fee for the use of our building. However, as you know, group events create wear, and utility cost for the church. If you are able to give a donation to offset some of our expenses it would be greatly appreciated. Donations can be made in either cash or check. Checks should be made out to Hope Lutheran Church and placed in the Church Office. Please indicate in the memo area of your check which group function this contribution is for.

We are pleased to share this building with you and pray that your time in this place is a blessing to you and to those you have invited.

Note: *During the cooling season the thermostat should be set no lower than 78 and during the heating season no higher than 67.*

			Laura Adams	
Event Leader	Telephone #	Date	Staff Coordinator	Date

You must contact Laura Adams Coordinate the use of this space. If for some reason you cancel or postpone your event, Laura must be notified immediately. 265-2057 X 200

1 copy event coordinator
1 copy returned to church

Event: _____
Date: _____ Time: _____



Facilities Rental Information

925 Jordan Creek Parkway - West Des Moines, IA 50266 - 515-222-1520 - www.hopewdm.org

Mission: *To reach out to the world around you and share the everlasting love of Jesus Christ*

Lutheran Church of Hope would like to make its facilities available to groups or organizations for meetings or other events whenever possible. For those meetings or events that are not part of the ministry of Hope, certain fees have been established for usage of the facilities. Hope's goal is to provide a welcoming, clean and safe place for our congregation and community members to meet. Our fees are used to offset the expenses associated with hosting your activity.

****Please note, due to church policy, fundraisers or events/meetings that charge a fee to participants are not permitted; this includes free-will offerings.****

To reserve a room:

1. Review the Building Use Policy, Room Rental Fees, map of the facility, and Room Reservation form.
2. Complete a Room Reservation form and return it to the church office at Lutheran Church of Hope, scan it to heather.goeders@hopewdm.org, or fax to 515-267-8136.
3. The completed form will be reviewed by the leadership team for approval.
4. Once approved, the event will be scheduled on the Hope events calendar, and you will be contacted

****Once a contract has been made for an event, it will not usually be pre-empted; however, the church ministries have priority over concurrent events. The church reserves the right to cancel a scheduled event when the church deems such action necessary. Before cancelling the church will do everything possible to move the event to another area of the building.****

Facility Usage Times

Hope's facilities are generally available for use Monday through Friday from 8:00 am until 9:00 pm, Saturdays 8:00 am until 3:00 pm and 7:00 pm until 9:00 pm, and on Sundays from 1:00 pm until 4:00 pm. These times are dependent on room availability, and other Hope events/classes/seminars taking place.

Priorities for Facility Rental

All requests for the use of Hope facilities will be approved using the following prioritization schedule:

First Priority - Meetings or events involving Hope ministry or programming.

Second Priority - Members using the facility for personal events.

Third Priority - All other requests submitted by outside groups or organizations.

Rooms must be scheduled at least 1 week prior to the event; unless it has no custodial or production needs.

Questions

For questions contact Heather Goeders - heather.goeders@hopewdm.org or 222-1520 ext 123.

Building Usage Policy

The following are guidelines to help ensure safety, and proper use of the building.

Arrival/Departure

The undersigned is responsible to find out whether a key will be needed by the group. If required, a key may be picked up at the church office during regular office hours and must be returned on the first business day after the event OR placed in the Administrator's mailbox upon leaving.

Custodians

There is no custodial fee for smaller groups (not using Gym) using the room as-is or for those that will do their own set up / take down. To avoid clean-up fee, please replace tables/chairs as you found them. If after the event, clean up was not completed, a fee will be charged to the group.

Furniture - (tables, chairs)

Please list what items you will need on the reservation form. If ok'd, these items will be in your area when you arrive, and the room will be set up as requested if paying the custodial fees. If you realize you need more tables/chairs than requested, please call for a Facilities team member at the Welcome Center walkie talkie. If doing your own set-up, the requested number of tables and chairs will be in the room stacked to the side. We simply ask that you return tables/chairs as you found them.

Children/Child Care

All events involving children and or youth should be adequately supervised by responsible adults. The nursery area and toys are not to be used.

Food Items

1. Food and drink are to be contained in the rooms that you have reserved.
2. Red drinks of any kind are not permitted
3. Alcoholic beverages are not permitted.
4. If using the kitchen for storage, please be sure to include that on the reservation form to ensure space in the refrigerators.
5. All questions regarding cooking or usage of the kitchen other than storing food in the refrigerators should go through Hope's Fellowship Director, Scott Hoffmann at scott.hoffmann@hopewdm.org.

Decorations

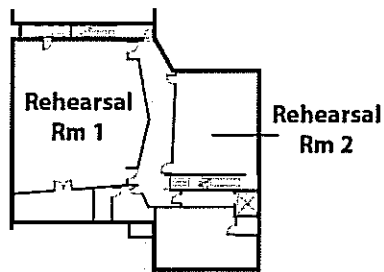
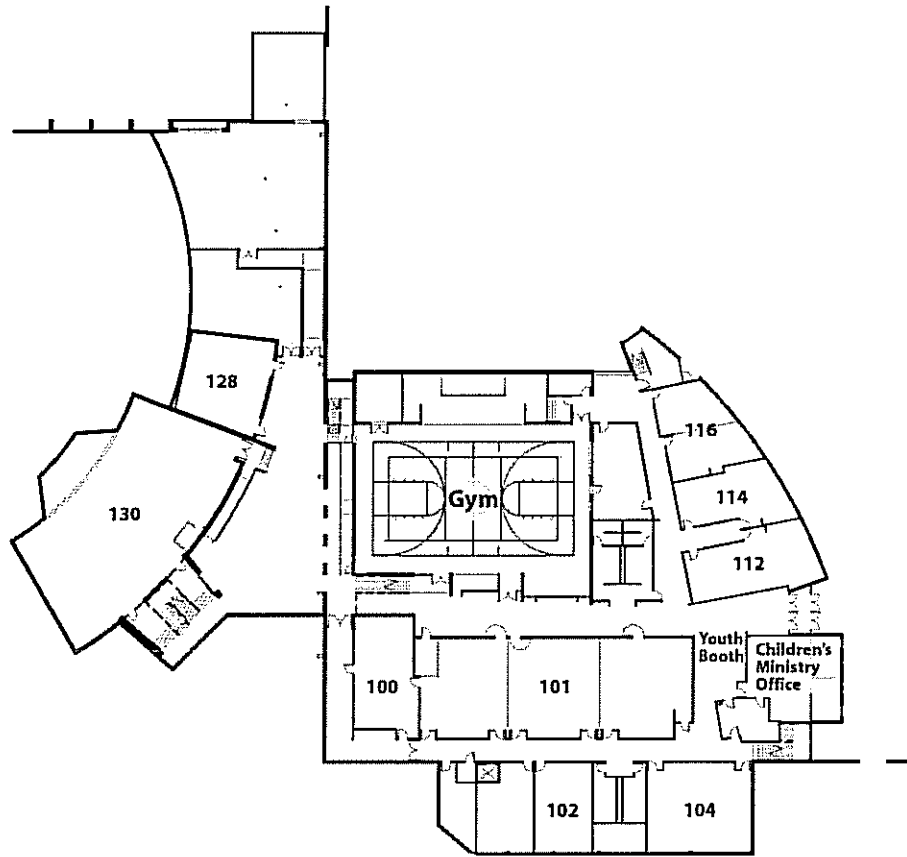
1. To hang items please see an office assistant for proper adhesives to be used
2. No oil based paints, flammable liquids, fire producing chemicals and/or open flames in any form may be used without approval of Office Manager
3. No paints, glues, or carpentry/construction work should be done without approval
4. All props or scenery designs must be freestanding, do not nail into walls.

Audio/Visual Equipment

For all audio/visual needs and for training on equipment, contact Mary Lazard, Production Assimilation Coordinator, at production@hopewdm.org. Equipment is subject to availability per venue.

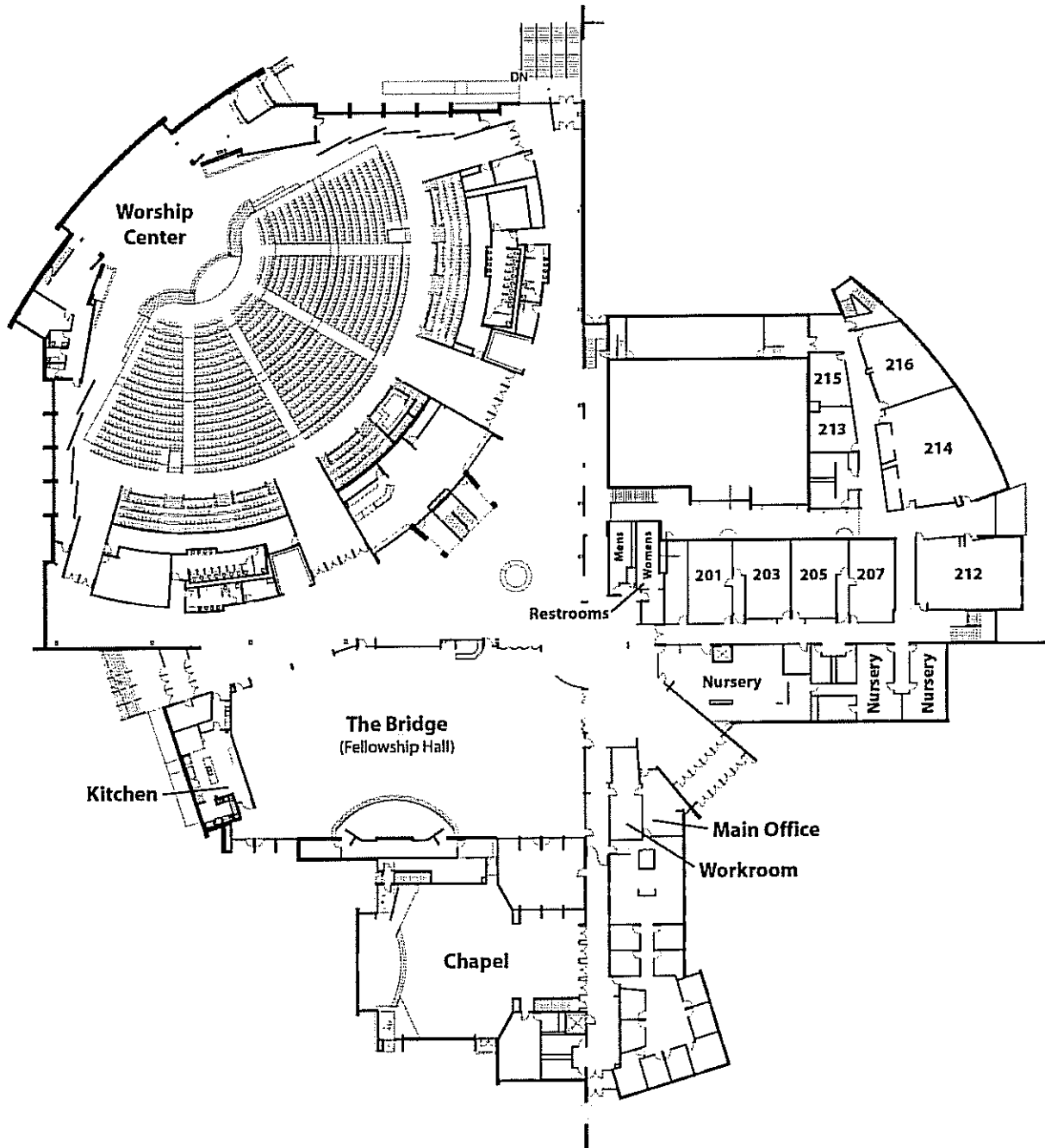
- The following rooms have multimedia capabilities: Worship Center, Bridge, Chapel, Gym, The Well (Rm 130), Rm 101 and Rm 214). Training is available for equipment use, free of charge. To use Hope Production personnel, please see Room Rental Fees section.

Room Layout Downstairs



Below the Chapel

Room Layout Main Floor



<p>Event/Meeting Name: _____</p> <hr/> <p>Date(s) Requested: _____</p> <p>Actual Time of Event: start _____ end _____</p> <p>Total Time Requested: from _____ to _____ <i>(from start to finish, prep & clean-up time)</i></p> <p>Number of People: _____ How many tables: _____</p> <p>Number of Chairs: _____</p> <p>A/V Needs: _____</p> <hr/> <p>Special Set-up Requests: _____</p> <hr/> <p><u>PLEASE INCLUDE AN EVENT DESCRIPTION & ANY OTHER INFO ON BACK OR IN EMAIL WITH THIS FORM.</u></p>	<p><i>For Office Use Only</i></p> <p>Date Received: _____</p> <p>Deposit Received: _____</p> <p>Approved: _____</p> <p>Balance Due: _____</p>
--	---

Contact Name: _____ Home /Work Phone: _____

Email Address: _____ Cell Phone: _____

Address: _____

1. If not paying for set-up/tear-down, the requested number of tables and chairs will be in the room stacked to the side. Please put tables/chairs back as you found them.
2. All set up, clean-up and removal of items need to be completed during approved times. If not completed or if requested, clean-up is provided at a \$50 charge.
3. No alcoholic liquors or beverages, smoking or red drinks are permitted.
4. All activities must be appropriate for the facility's intended use.
5. All activities must be free of charge to participants – to include free-will offerings (unless approved by leadership).

Lutheran Church of Hope reserves the right to decline acceptance of this application based on the nature of the event and to make inspections at any time.

"My signature below indicates I have read and understand the BUILDING USE policy and agree to adhere to these policies. I also understand I am responsible for any/all damages to the building, property and/or equipment while said premises are occupied by me and/or my guests. In addition, I agree to indemnify and hold harmless Lutheran Church of Hope, the pastors and church personnel from all liability to me or my guests as a result of my conduct or the conduct of my guests."

Signature _____ Date: _____

(Representative)

**** PLEASE RETURN FORM (mail, scan or email) to HEATHER GOEDERS – heather.goeders@hopewdm.org ****

Contents

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Overview

God has blessed Lutheran Church of the Cross (LCC) with these facilities. The primary use of Lutheran Church of the Cross is to support the mission, vision and ministries of LCC. We also open our doors to our congregation and community for appropriate use.

Individuals and non-profit community groups and organizations may use the facilities when their use does not conflict with the regular programs and activities of the congregation, and when their use is consistent with the mission of Lutheran Church of the Cross.

Types of Events

The following events are listed in the order in which they are given priority to scheduling.

LCC Ministry	LCC ministry programs, events, and activities, either one-time or on-going. These events can be scheduled as far in advance as necessary.
Other Ministry Groups	Churches or organizations whose primary purpose is spreading the Gospel of Jesus Christ. The scheduling of these events is at the discretion of the administrative staff.
Community Groups	Charitable or non-profit groups or organizations approved at the discretion of LCC. The scheduling of these events is at the discretion of the administrative staff.
Private Functions	Members and regular attenders of LCC may use the facilities for private functions, such as birthday parties, receptions, showers, etc. These events may be scheduled no more than six weeks in advance of the event on a first available basis.

LCC reserves the right to determine the appropriateness of a function or group requesting to use our facilities, and reserves the right to decline reservations for any reason.

LCC reserves the right to change room assignments if necessary to accommodate LCC Ministry Events.

Lutheran Church of the Cross facilities are NOT available for use by “For Profit” businesses/groups or for any fundraising or sales activities.

Facility use will not be allowed by groups whose purposes oppose Christianity; who plan or advocate the violation of federal, state or local laws; who intend to hold non-Christian services; whose purpose is inconsistent with the mission of LCC; or whose purpose is political in nature.

Availability

LCC Events

- Not subject to time limits
- Can be reserved for use at most times

Other Ministry Groups, Community Groups and Private Functions

- LCC Staff reserves the right to deem the most appropriate room for your event, taking into consideration the purpose and size of the group.
- **Maximum time of reservation is four (4) hours.** This *includes* set-up and clean-up time.
- Rooms are available for reservation on the following days during the times listed below:

Monday – Friday		Exceptions
Fellowship Hall (Café)	8:00 am - 9:00 pm	
Cross Creek Meeting Room	8:00 am – 9:00 pm	May not be available during cold months when Preschool is in session.
Classrooms (Learning Center)	8:00 am – 9:00 pm	
Classrooms (Cross Creek)	8:00 am – 9:00 pm	
Saturday		
Fellowship Hall (Café)	8:00 am – 4:00 pm 7:00 pm – 9:00 pm	
Cross Creek Meeting Room	8:00 am – 9:00 pm	
Classrooms (Learning Center)	8:00 am – 5:00 pm 7:00 pm – 9:00 pm	
Classrooms (Cross Creek)	8:00 am – 9:00 pm	
Sunday		
Fellowship Hall (Café)	1:00 – 9:00 pm	
Cross Creek Meeting Room	1:00 – 9:00 pm	
Classrooms (Learning Center)	1:00 – 9:00 pm	
Classrooms (Cross Creek)	1:00 – 9:00 pm	

Fee and Donation Schedule

<i>Type of Event</i>	<i>Cost</i>	<i>Deposit</i>	<i>For up to four (4) hours:</i>
LCC Ministries Other Ministry Groups	No Fee	None	None
Community Groups	No Fee	None	Donations accepted
Private Function – Members & Non- Members	Fee	\$25	Cross Creek Meeting Room \$40 Fellowship Center \$40 Classroom \$15 <i>**Excess time with pre-approval of administrative staff only - \$10 per hour over 4 hours.</i>

Audio Visual Equipment

The Cross Creek Meeting Room and the Fellowship Center have audiovisual equipment available, including DVD player, CD player, sound system and a projector. If your group plans to use any of these pieces of equipment, an additional fee of \$20 applies, and you must be trained by one of our office staff on how to properly use the equipment during normal business hours (Monday-Friday, 9 am – 4 pm).

TV's, classroom DVD players, and portable CD players may be used at no fee.

General Guidelines

No activity taking place on the church property may in any way compromise the non-profit tax-exempt status of Lutheran Church of the Cross.

Consideration of Others

Use only the areas designated and reserved by you. It is very likely that other groups may be using other parts of the building at the same time. Please report any unclean or irregular situations to the Church Office Manager.

Consumables (Food and Paper Goods)

You must supply all of the food, beverages and paper products you will need for your event. This includes, but is not limited to, Coffee, lemonade, napkins, plates, plastic ware, and cups.

Food Preparation and Consumption

As a general rule, only the Fellowship Center or Cross Creek Meeting Room may be used when food is to be prepared and consumed at an event. All food must be removed or discarded at the end of the event, not left in the kitchen or refrigerator.

Kitchen Utensils and Dishes

It is preferred that you provide all cookware and utensils. If you find it necessary to use any of the church's dishes, cookware or utensils, they must be washed and put back in their proper places.

Decorations

You may provide your own table decorations and table ware. No decorations may be nailed, stapled, tacked, pinned, taped or glued on the walls, windows, floors, ceilings, fixtures, roof or doors. Cost to repair any damage caused by doing so will be deducted from any applicable deposit, or billed to the reserving group. All decorations must be removed following the event.

Children

It is the responsibility of those using our facilities to supervise and monitor any children with their group. This is for their safety and protection, as well as out of respect for other groups using our buildings. Children should not be left unaccompanied at any time, nor should they be allowed to use rooms not reserved by their group. **Pay special attention to activities in which carpets and walls could be damaged.**

Nursery/Childcare: The church nursery is open during weekend services, and on selected weeknights. Unless the church nursery is open and staffed by church childcare employees, childcare is NOT provided, and the nursery is locked.

Security

Though we would like to think a church building is a safe and secure property, we ask that you pay close attention and monitor your personal possessions and valuables at all times. Lutheran Church of the Cross is not responsible for lost, stolen or damaged personal items.

Housekeeping

Please leave the area in a clean and orderly condition. This includes returning tables and chairs to their original arrangement, removing materials brought into the building, and removing trash from the area. Failure to do so will result in forfeiture of deposit, and possible refusal of future use of the facility.

Trash

Trash from your event must be removed and placed in the dumpsters outside either building. Replace the trashbags with new ones, found at the bottom of each receptacle.

Damage

All persons and/or groups using the facilities are expected to exercise reasonable care and judgment in order to prevent damage or breakage. The person (s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning or repairing any part of the building or its furnishings which, in the judgment of the office staff, has been carelessly or irresponsibly subjected to more than normal wear and tear by the reserving group.

Alcohol

Serving and consumption of alcoholic beverages anywhere on the property is prohibited, except during the sacrament of Holy Communion.

Smoking

Smoking or the use of tobacco products within the buildings is prohibited.

Wagering/ Games of Chance

Gambling, games of chance, bingo (where there is a cost to play), or raffles on the church premises are **prohibited**.

**Meredith Drive Reformed Church (MDRC)
Facilities Use Policy**

We are very blessed and pleased to be able to serve you through the sharing of our facilities. This policy and fee schedule has been established in an attempt to provide the appropriate blending of our ministry to the community as we strive to serve as good Christian stewards of our facilities.

Who can Use MDRC Facilities?

MDRC Sponsored – Groups or events which MDRC is the sole or primary sponsor

Ministry Groups – Churches or organizations whose primary purpose is spreading the Word of God (subject to fee schedule)

MDRC Supported – Charitable groups or organizations who address community concerns (subject to fee schedule)

Other Non-Profit Organizations – Consideration will be given upon receipt of application (subject to fee schedule)

MDRC facilities are **not available** to “For-Profit” groups or their fundraising activities.

Members and regular attendees of MDRC may use the facilities for private activities such as receptions, showers, etc. These events cannot be scheduled more than three months prior to the event date and MDRC ministry events will be given priority.

MDRC reserves the right to determine the appropriateness of a function or group requesting use of our facilities.

Reservation Process

A Request for Facility Use form will be initiated by MDRC’s Administrative Coordinator or Executive Administrator. MDRC will determine if the activity or event qualifies to use MDRC facilities and if the date is available. The results will then be communicated to the requesting party and a copy of the Request for Facility Use and Facilities Use Policy will be sent to the requesting party. Eventually, when the details and fees are all determined, the applicant will need to sign a completed copy of the Request for Facility Use. If approval is given, the activity or event will be scheduled on the church calendar. If fees are to be charged, they must be paid no later than one week prior to the function.

Space Available for Use

Meredith Drive Campus

Sanctuary
Family Life Center (Gym)
Kitchens
Grow Zone
Nurseries
Classrooms
Loft
Fireside Lounge

Bridge Campus

Worship Center
Kitchen
Classrooms
Balcony
Senior High Oasis
Children’s Triangle
Nurseries

General Guidelines

Smoking

Smoking or use of tobacco products is prohibited within the building and anywhere outside on church grounds.

Set Up/Tear Down of Rooms

MDRC custodial staff will set up/tear down most events.

Depending on the fees charged and availability of custodian help, some groups may need to setup/teardown the rooms. If so, rooms must be returned to their original state by the group using the room.

Food & Drink

Alcoholic beverages, liquors, or illegal substances of any kind are not permitted on church property at any time. Violations may result in immediate termination of the event.

If custodial services are not available and food is served in the designated area, all trash should be removed from the area and taken to the dumpster, and the room returned to the original condition.

Housekeeping

Please leave the area designated for your use in a clean and orderly condition. Use only the areas designed to you, since other groups may be using other parts of the building.

Report to the Administrative Coordinator any unclean or irregular situations you may find.

Nurseries & Preschool Areas

If the nurseries or preschool areas are requested, you will be asked to contact the applicable Nursery Coordinator or Preschool Director to receive information and procedures for using these rooms and areas within our facilities.

Safety/Security

Children must be supervised and accompanied by an adult at all times. Children should not be allowed to wander throughout the building.

Generally, usage of candles or other open flames is not allowed. On occasion, candles may be allowed, but only with the prior approval from the Executive Administrator.

MDRC will not be liable for any personal belongings that may be left or damaged in the facility or on the church grounds.

Security/Lock-Up

You may be given a programmable key that will give you access to the building for your event. A \$10 deposit may be assessed for each key, and is refundable upon return of the key. MDRC reserves the right to revoke access to the buildings at any time without notice.

If your group is the last to leave the building, you are responsible to ensure all doors are locked before exiting. Upon exiting, check all doors by pulling on them, to ensure they are properly locked. Even if custodians are coming in to clean after your event, lock the building if you leave before they arrive.

Turn off all lights.

Parking

Park vehicles only in designated parking spaces. No vehicles are allowed off the paved driveways/parking lots, or in the fire lanes.

MDRC is not responsible for vehicle damage or theft of your vehicle or its contents.

Vehicles should not be left in the church parking lots overnight without prior notification to the Administrative Coordinator.

Hours of Use

MDRC buildings are available as follows:

Monday – Friday	8:00 AM to 10:00 PM
Saturday	8:00 AM to 5:00 PM
Sunday	1:00 PM to 8:00 PM

Because of the set-up and rehearsal required for certain seasonal events, non-ministry events cannot be booked for the following times: the weekend of Palm Sunday and Easter, including Good Friday; the weekends preceding and following summer Vacation Bible Adventure; the weekend before, the week of, and the day after Christmas.

Disclaimer

Those using MDRC facilities agree to release, protect, defend, indemnify and hold harmless MDRC and its leadership team, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any MDRC facilities.

In the event of damage to MDRC, those using the facility shall accept the amount of repair and replacement costs as estimated or otherwise determined, by MDRC's leadership team or their designee and shall pay MDRC for such repair and replacement costs upon request.

Meredith Drive Reformed Church (MDRC)
Request for Facility Use

Group (Individual): _____

Mail Address: _____

Email Address: _____

Contact Person: _____

Phone: Work _____ Cell _____ Home _____

Date(s) for Use (Start): _____ (End): _____

Times (Start): _____ (End): _____

Facility requested (Bridge or Meredith Drive): _____

Expected Attendance (Approximate Number): _____

Description of the Proposed Use: _____

Description of Facilities, Equipment, and Set-up Required: _____

Check Rooms:	Sanctuary/Worship Center _____	Nurseries _____
	Family Life Center (Gym) _____	Loft/Senior High Oasis _____
	Kitchen _____	Children's Triangle (Bridge) _____
	Classrooms (#) _____	Fireside Lounge _____
	Grow Zone _____	Balcony (Bridge) _____

Room Fees: _____

Janitorial Fees: _____

A/V Fees: _____

Total Fees: _____ (Fees must be paid one week prior to event) Date Paid: _____

I have received a copy of, and agree to, the entire contents of the MDRC Facility Use Policy and I accept the fees being charged. I acknowledge and agree to be liable and commit to reimburse MDRC for any and all damages incurred as a result of my (our) use. I further acknowledge and agree that MDRC is not responsible and is "held harmless" for injury to any person(s) or damage to any property on or adjacent to the premises in conjunction with my (our) use of the facilities and/or equipment for my (our) event (s). I acknowledge and agree to provide, if asked to do so, a valid certificate of liability insurance prior to my (our) use of the facility and/or equipment.

Applicant's Signature: _____ Date: _____

Printed Name: _____

Request Approved by: _____ Date: _____

OUR LADY'S IMMACULATE HEART CHURCH FACILITY RENTAL CONTRACT

Rental Policies and Regulations For Renting Our Lady's Immaculate Heart Church Facilities

1. Deposits are to be paid when the event is scheduled. The full rental fee is due two months before the event, or the event will be deleted from the parish calendar. The deposit will be returned if all of the regulations on this page are met and after the checklist is verified, a minimum of two weeks after the event. If there is damage to any part of the property or items that belong to the parish, all or part of the deposit is forfeited
2. For fee purposes, a parishioner is defined as one who regularly tithes to the parish. Parishioner rates do not apply to businesses, groups, or organizations that parishioners may own or lead. The parish retains the right to allow civic and non-profit organizations to use the facilities at a negotiated rate. The rental fee DOES NOT INCLUDE set-up and take-down of chairs and tables, which is the responsibility of the renter.
3. Church facilities are available for rental only when they are not in use for parish purposes. Parish purposes include Masses, religious education, social functions, staff meetings, committee meetings and ministerial functions, such as support groups, baptism classes, retreats, and similar events.
4. Decorations and the removal of decorations are the responsibility of the renter. Candles, if used, must be provided by the Renter and must be NON-DRIP candles. NO SAND may be used for decorating purposes. NO DECORATIONS MAY BE ATTACHED to the WALLS, CEILINGS OR FLOORS of the building. Fog or bubble machines may not be used. Please, NO CONFETTI of any kind may be used: It is too damaging to the floors.
5. Please do not use Duct Tape or any other kind of tape to cover electrical cords on the floor. This severely damages the floor.
6. Please do not drag tables and chairs across the floors, carry them to where you want them.
7. Outside doors to the facility may not be propped open or closed and must operate freely to comply with fire and security regulations, and to ensure the air-conditioning/heating systems work effectively.
8. If a fire extinguisher is tampered with unnecessarily, a \$300.00 damage fee will be assessed.
9. Please follow directions when using appliances, especially the dishwasher. Improper operation of the stove or appliances will result in a forfeiture of the deposit.
10. NO items (birdseed, rice, confetti, etc.) are to be thrown anywhere near the parish buildings or on the parish grounds.
11. Absolutely no hard liquor may be available or consumed on the premises, which includes the building and parking lot. Beer, wine, and wine coolers may be served, but there is to be no charge or donation—it must be served, in compliance with the law, free of charge.
12. This is a No Smoking facility.
13. All events must end and the building must be vacated by 12 midnight. The parish security person will enforce the time.
14. Remember, you are responsible for your guests and their behavior throughout the event.

**COMPLIANCE WITH EACH OF THE ABOVE REGULATIONS WILL BE CONFIRMED
BY AN OLIH STAFF PERSON IMMEDIATELY FOLLOWING THE EVENT.**

Keys and checklist must be obtained during office hours (M-F 8:30-5:00, Summer hours 8:30-3:00) in the week prior to the event.
Keys must be returned to the parish security person at the close of the event. Renters shall not make duplicate keys.

Renter's Initials

OUR LADY'S IMMACULATE HEART CHURCH FACILITY RENTAL CONTRACT

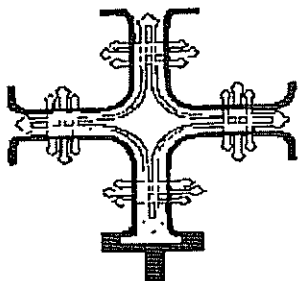
CONTRACT CONCERNING ALCOHOL ON PREMISES

No hard liquor may be brought on the Church premises, including the Church facilities, the parking lot or any part of Church property, for any event.

Beer, wine, and wine coolers may be served at events, but no charge or donation may be requested or accepted for the beer, wine, or wine coolers by the Renter.

The Renter hereby agrees to abide by this contract and all federal, state, and local laws concerning the use of alcohol when renting the Church facilities. Failure of the Renter to abide by these conditions will result in a notification to the local police department and forfeiture of the damage deposit.

Renter's Initials



Our Lady's Immaculate Heart Church
510 E. First Street
Ankeny, Iowa 50021
Phone (515) 964-3038

This agreement is entered into on this _____ day of _____, 2012, between Our Lady's Immaculate Heart Church (OLIH) and _____ (Renter). Room(s) _____

Event description	Date	Time(s)
Renter Contact	Contact Address	Contact Phone

WITNESSETH: That OLIH, for and in consideration of payments herein agreed upon, hereby agrees to rent to the Renter at the following rates:

AREA	DEPOSIT	RENTAL FEE	TOTAL
Multi-Purpose Room & Kitchen			
Banquet Room & Kitchen			
MPR, Banquet Room & Kitchen			
Church			
Single Classroom			
Double Classroom			
Triple Classroom			
Insurance			
Total			

OLIH agrees to return the deposit to the Renter if the building and equipment are left in a clean and orderly fashion per the checklist provided (confirmed by an OLIH staff member) no sooner than two weeks after the event takes place. If necessary, OLIH will retain any or all of the deposit for damages or cleanup.

The said Renter hereby agrees to comply with the provisions, schedules and conditions as established by the Parish Council attached hereto.

IN WITNESS WHEREOF, the parties hereto affix their signatures:

Our Lady's Immaculate Heart Church:

Renter:

By: _____

By: _____

Title: _____

OLIH FACILITY RENTAL CLEAN UP CHECKLIST

Description	Done		Deduction
	Yes	No	
Kitchen (cleaning supplies are located next to the freezer)			
Continuously mop spills from the floor			
Wash dishes, utensils and put away			
Wipe down counters			
Wash coffee pots, put away in pantry, wipe down coffee maker			
Empty the refrigerator and freezer of your items			
Sweep the floor with the dust mop			
Clean all appliances used, inside and out, thoroughly (ovens, stove, microwave, etc.)			
Remove all trash to the dumpster outside and replace bags in containers*			

Description	Done		Deduction
	Yes	No	
Banquet Room			
Remove any decorations			
Wipe down all tables and chairs			
Leave twelve tables with seven chairs each			
Place all chairs on top of tables			
Vacuum			
Remove all trash to the dumpster outside and replace bags in containers*			

Description	Done		Deduction
	Yes	No	
Multipurpose Room			
Remove any decorations			
Wipe down all tables and chairs			
Put all tables and chairs back into the storage room, tables in the racks and chairs stacked. All must be carried, as dragging leaves terrible marks on the floor.			
Spot mop any spills			
Sweep the floor using the dust mop			
Remove all trash to the dumpster outside and replace bags in containers*			

Description	Done		Deduction
	Yes	No	
Dressing Rooms			
Remove all personal items			
Put tables/chairs back in their original positions			
Vacuum			
Remove all trash to the dumpster outside and replace bags in containers*			

*Note that clean bags are stored in the pantry and the dumpster is located out the west doors at the northwest corner of the building in the parking lot.

OLIH FACILITY RENTAL CLEAN UP CHECKLIST

Description	Done		Deduction
	Yes	No	
Classrooms			
Wipe down all tables and chairs and put them back in their original positions			
Vacuum floor			
Wash chalk/marker boards			
Remove all trash to the dumpster outside and replace bags in containers			

Description	Done		Deduction
	Yes	No	
Church/Chapel			
Remove all decorations			
Put chairs back in the original arrangement			
Removed all programs/papers from pews			

Description	Done		Deduction
	Yes	No	
General			
Candles other than non-drip were used (candelabras)			
Confetti, birdseed, rice, etc. were used/thrown on the parish grounds			
Food/drinks were taken to areas other than those designated (Multipurpose or Banquet rooms)			
Smoking took place in the building			
Directions were not followed when using the appliances, or they were used incorrectly			
Fire extinguishers were tampered with			
The renter's guests did not vacate the building at the proper time			
Decorations were not removed			
Tape was used to attach objects to walls or floor			
Outside doors were propped/left open			
Hard liquor was served, or donations were accepted for beer/wine			
Damage was done to the floors, walls, ceiling, windows, doors, or other part of the property			
Clean up required substantially more OLIH janitorial hours than other events of this type			

GENERAL INFORMATION:

- Clean trash bags are stored in the pantry.
- Dumpster is located outside using the west doors (northwest corner of the building).
- Vacuums are kept in the table and chair storage room and in the nursery. Please return them when you are done.
- Cleaning supplies (mops, brooms, dustpans) are kept in the kitchen by the storage rack.
- Dish cloths are kept in the drawers by the refrigerator.
- Hamper for used dish cloths is located by the storage rack.

Building Use Policy
Prairie Ridge Church (PRC)
Revised 9/1/2012

We are very blessed to be able to serve you through sharing our facilities. This policy and fee schedule has been established in an attempt to provide the appropriate blending of our ministry to the community as we try to serve as good Christian stewards of our facilities. Our goal is to prolong the life of our facilities by keeping them in excellent condition. The fees are used to offset the expenses associated with hosting your activity. The fees cover utilities, janitorial support, repairs, replacement of equipment and insurance.

Who is allowed to use PRC facilities?

While PRC would like to extend its facilities to all groups, guidelines for qualifying groups are as follows:

- **Ministry Groups**: defined as churches or organizations whose primary purpose is spreading the Word of God.
- **PRC Sponsored**: defined as those groups in which PRC is the majority sponsor.
- **PRC Supported**: defined as those charitable groups or organizations who address community concerns. These functions are subject to the fee schedule.
- **PRC Community Outreach Events**: defined as events PRC chooses to host as an outreach function, consistent with the mission & vision of the church in the Ankeny community. These functions are subject to the fee schedule.
- Other non-profit organizations will be considered upon receipt of an application, and are also subject to the fee schedule.

PRC's facilities and equipment are **not available to "for profit" groups** or their fundraising activities.

Partners and regular attenders of Prairie Ridge Church may use the facilities for private activities such as graduation receptions, showers, etc. However, these events cannot be scheduled more than six months prior to the event date, and ministry events will be given priority.

Process for reserving facilities

- A Request for Facility Use form should be completed and submitted to Cheryl Sidler, Administrative Assistant.
- When your request is received, we will 1) determine if the proposed activity qualifies as acceptable for using church facilities, 2) determine if the date is available and 3) notify the requesting party of the results.

If approval is gained, the event will be placed on the church calendar. If a security deposit is required, it must be paid at that time. If room fees and/or A/V fees are to be charged for the function, they must be paid one week prior to the function. PRC reserves the right to determine the appropriateness of a function for church building use.

Rooms Available for Reservation

- Basement
- Adult classrooms (former kids' classrooms)
- Administrative conference rooms
- Worship Center
- Multi-Purpose Room

The Global Café is NOT available for reservation, unless special arrangements have been made with the Café Director.

General Guidelines

Smoking

- Smoking or use of tobacco products is absolutely prohibited within the building and anywhere outside on church grounds.

Setup/Teardown of Rooms

- PRC staff will NOT provide any setup or tear down of rooms for events. If any set up or tear down is needed, additional time should be reserved to allow for it.
- Rooms must be returned to their original state by the group using the room. Failure to do so will result in forfeiture of the security deposit.
- Worship Center chairs are NOT to be moved without the prior consent of the Business Manager.

Food & Drink

- Alcoholic beverages, liquors, or illegal substances of any kind will not be permitted on church property at any time. Any violation may result in immediate termination of the event.
- Food & beverages may NOT be served in the worship center without prior approval from the Business Manager.
- Please label food and follow the instructions on the refrigerators and freezer when bringing in food for an event.
- If food is to be served in your designated area, be sure to remove all trash and leave the room in the same condition as you found it. Trash should be carried to the dumpster in the rear of the building.

Housekeeping

- Please leave the area designated for your use in a clean and orderly condition. Use only the areas assigned to you, as other groups may be using other parts of the building at the same time you are.
- Report to the PRC Administrative Assistant any unclean or irregular situation you may find.

Safety/Security

- Children must be supervised and accompanied by an adult at all times. Children should not be allowed to wander throughout the building.

- Generally, usage of candles or other open flames is not allowed. On occasion, candles may be allowed, but only with prior approval from the Business Manager.
- The church will not be liable for any personal belongings that may be left or damaged in the facility.
- The facility may be used by several groups at one time. It is important to stay in your designated area to avoid interfering with other activities.

Security/Lock-Up

- You may be given a programmable key fob that will give you access to the building for your event. A \$15 deposit is required for each key, and is refundable upon return of the key. PRC reserves the right to revoke access to the building at any time without notice.
- If you are given a key to the facility, you are responsible for ensuring all doors are locked before exiting. Upon exiting, please check the doors to make sure they “click” shut. Even if custodians are coming in to clean after your meeting, lock the building if you leave before their arrival.
- Turn off all lights.
- When leaving the building, take care to look around and make sure there is no one watching you. The parking areas are lighted but care should be taken when approaching your car.
- Please use your personal cell phones when making calls.

Parking

- Park only in designated parking spaces. No vehicles are allowed off the paved driveway/parking lots, or in the drop-off lanes. Vehicles parked in unauthorized areas may have difficulty with insurance claims in the event of an accident.
- No parking is allowed on the utility driveway without prior consent from the Business Manager.
- Vehicles should not be left in the church parking lots overnight without prior notification to the Administrative Assistant.

Hours of Use

- The building is available as follows:

Monday – Friday	6:00 AM to 10:00 PM
Saturday	6:00 AM to 7:00 PM
Sunday	1:00 PM to 10:00 PM

- Because of the set-up and rehearsal required for certain seasonal events, non-ministry events **cannot** be booked for the following times: the weekends of Palm Sunday and Easter (including Good Friday), the weekends preceding and the weekend before, the week of, and the week after Christmas.

FEE SCHEDULE
(NOT applicable for weddings)

Ministry groups and PRC Sponsored Activities are not subject to the fee schedule. (See page 1 for definitions.) Fees will be assessed to other groups as follows:

Group Type	Security Deposit	Room Fees	Custodial Fee	A/V Fees
PRC Supported	Yes - \$100	None	Not to exceed \$200*	Yes – see A/V fee schedule.
PRC Community Outreach Event	Yes - \$100	None	Not to exceed \$200*	Yes – see A/V fee schedule.
Other non-profits	Yes - \$100	Yes – see schedule below	Not to exceed \$200*	Yes – see A/V fee schedule.
PRC regular attendee's private event (except weddings & funerals)	No	Yes – see room fee schedule	Not to exceed \$200*	Yes – see A/V fee schedule.

***Custodial Fees:** If the nature and/or timing of the function requires custodial services beyond the normal cleanup provided by the group, a custodial fee may be assessed. This fee will not exceed \$200, and may be determined by the Business Manager at the time of reservation. If the building is left in unexpected disarray and requires additional cleaning, a custodial fee may be assessed and deducted from the group's security deposit.

Security Deposit: Groups or organizations using the facilities will be responsible for any and all damages to the church property caused during the event. If no damage has been done to the facility, the security deposit will be refunded to the group after the event.

Room Fees

Room	Cost
Classroom, Conference Room, Front Lounge	\$20 for first room, \$10 for each additional room
Gathering Space & Basement	\$25
Worship Center & Multi-Purpose Room	\$100

A/V Equipment Fees

Need	Cost
Sound	\$150 for 1 to 3 hours. \$25 each additional hr.
Video projection and/or theatrical lighting	\$150 for 1 to 3 hours. \$25 each additional hr.
Sound, video & theatrical	\$250 for 1 to 3 hours. \$25 each additional hr.

Due to the sensitive nature of the equipment in our facility, only a Prairie Ridge Church technician can operate the sound, lighting and projection equipment.

Disclaimer

Those using PRC facilities agree to release, protect, defend, indemnify and hold harmless PRC and its leadership team, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any PRC facilities.

In the event of damage to PRC, those using the facility shall accept the amount of repair and replacement costs as estimated or otherwise determined, by PRC's leadership team or their designee and shall pay PRC for such repair and replacement costs upon request.

Facility Rental, Use and Fees Guidelines (Excluding weddings and funerals)



The primary use of Rising Sun Church of Christ is to support the mission, vision and ministries of RSCC. RSCC has a variety of rooms available for short-term rental for our congregation and community for appropriate use.

The following guidelines should be used for considering space rental at Rising Sun Church of Christ ("RSCC") for your event. Please read these thoroughly before making your decision about use of these facilities.

Scheduling

Priority in Order for Scheduling:

- RSCC Ministries
- Other Ministry Groups (i.e. CIBC, Ministers Meetings, Missions Groups)
- Community Groups (non-profit)
- Private Functions (baby showers, birthday parties, basketball practices)

RSCC reserves the right to determine the appropriateness of a function or group requesting to use our facilities and reserves the right to decline reservations for any reason.

RSCC facilities are NOT available for use by "For Profit" businesses/groups or for any fundraising or sales activities.

Facility use will not be allowed by groups whose purposes oppose Christianity, who plan or advocate the violation of federal, state or local laws; who intend to hold non-Christian services; whose purpose is inconsistent with the mission of RSCC; or whose purpose is political in nature.

RSCC may cancel the use of its facilities if the policies set forth are not adhered to by the group using the facilities.

RSCC is not responsible for any materials temporarily stored in its facility. Storage of materials before or after the day of the event must be pre-approved.

Maintenance

RSCC will set up tables and chairs in accordance with the instructions provided by the renter. A form for providing instructions will be provided prior to the event on the Facility Rental or Use Form.

Renters are responsible for clean-up of the space, removal of all decorations, foodstuffs and trash. Time spent by maintenance removing decorations and/or an extraordinary cleaning will be charged to the renter at a rate of \$20 per hour (or portion thereof).

Only blue painters tape or mounting putty (typically used for posters, decorations) is to be used when adhering items and/or decorations to walls.

If there is any damage to the building (walls, carpet, equipment, etc.) this should be reported immediately to either building maintenance personnel or to the facility coordinator.

Use of Church Equipment and Spaces

Staff at Rising Sun will set your room up according to your specifications if directions are given prior to the event.

- If food is served, renters will provide their own linens, eating and drinking utensils and place settings. Paper goods are to be supplied by the renter and use of RSCC supplies would have to be approved prior to the event with a possible extra charge to replenish inventory.
- The renter is responsible for cleaning the kitchen (if used) immediately after the event and removing all refuse from the building to the container which is southwest of the church.
- Rental of any room(s) includes access to the specific area(s) rented and to the adjoining restrooms. Guests are not to use the Foyer, Library or other areas of the building as extensions to their rented areas. Hallways are to be used only for passage to rented areas and restrooms.

Audio Visual Equipment

Audio-visual equipment cannot be guaranteed if not requested prior to the event. Use of audio-visual equipment must either be performed or supervised by RSCC personnel.

Children

It is the responsibility of those using our facilities to supervise and monitor any children with their group. Children should not be left unaccompanied at any time, nor should they be allowed to use rooms not reserved by their group. **Pay special attention to activities in which carpets and walls could be damaged.**

Tobacco and Alcohol

- No tobacco-based products are to be used in the building and smokers using outside areas should not leave used cigarettes, cigars, or chewing tobacco on the ground.
- No alcohol consumption is allowed on church property.

Building Access

If access to the building is required on a weekend, prior arrangements should be made with the facility coordinator. Building access is available to renters on weekdays during the day when the church office is open, 8 a.m. to 5 p.m. For weekday evening events the accessibility may vary depending on other scheduled events in the building and arrangements should be made through the facility coordinator. Keys for access will not be distributed to renters.

Fee Schedule

Fees are subject to change without notice until payment is received and the rental agreement is signed.

Payment in full is required within 10 days of the event. A deposit may be required depending on the type and size of the activity and will be determined by the Facility Coordinator. The deposit will be held and will be returned to the renter if the building has been cared for as outlined. If the reservation is made less than 10 days prior to the event, the payment must be made immediately or the facility availability may be subject to cancellation.

Area	Member or Regular Attender Fees	Non-member Fees or Usage by Outside Organizations	Additional hours
Gym (5 hours with Kitchen)	\$50.00	\$125.00	\$10 for each additional hour
Gym (w/o kitchen), 2 hours	\$25.00	\$40.00	\$10 for each additional hour
Gym (extended use by Sport teams)		\$150.00	This is for extended use - no longer than 3 months and no more than 2 hours per week.
Loft (includes use of kitchenette)	\$30	\$60	
Classrooms (each) 8 hours maximum	\$25.00	\$50.00	
Chapel/Teen Center (3 hours)	\$25.00	\$50.00	\$10 for each additional hour
Sanctuary (excluding weddings and funerals) 3 hours maximum - subject to approval by the head pastor	\$75.00	\$150.00	\$15 hour for technical personnel to run sound/video
Athletic Teams - gym use for 2 hours a week (can be split into two 1-hour sessions)	\$20 per week	\$20 per week	Hourly beyond 2 hours - \$10 for each additional hour

Refunds for facilities will be given if notification is given at least 24 hours in advance of the event or in the case of a major weather event. The building will not be available for Sunday rentals.

Request for Rental or Use of Facilities

By signing below I acknowledge that I have read the Facility Rental/Usage agreement. As the primary contact for this event or group, I acknowledge that my organization or group will adhere to the terms as given on the Agreement and will only use the facility as agreed to on the attached Facility Rent/Usage form

Name

Date

St. Stephen Lutheran Church

Property Use Policy

Adopted By Congregation Council July 18, 2011

St. Stephen Lutheran Church's primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of long-standing relationships with community organizations for ongoing use of the property. The congregation is happy to have your organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement, Release Form, Acceptance of Responsibility Form, and the Request for Sound/Video Form. A copy of the approved form will be returned to you. These forms are to be used for occasional use such as a once only use or for a few hours one day each week or month.

Building use activities fall under the jurisdiction of the Parish Steward and requests are managed through the Parish Steward's Office. No commitment for building use is finalized until the Use Agreement has been approved and executed through the Office. Local organizations and individuals seeking one-time or short-term usage also may use the church building. When possible we will attempt to make our facility available for such groups. Our first priority is to St. Stephen programs and membership needs. Priority is then given to nonprofit groups that are supported by St. Stephen, and finally to other nonprofit organizations.

Approval for the use of the grounds and/or facilities of the congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds, that conflict with the practices of this congregation and the ELCA.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Fees for Usage
- Rules and Regulations
- Property Use Agreement Form
- Release Form
- Acceptance of Responsibility Form
- Request for Sound/Video Form

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement by contacting Danette Griffith at dgriffith@ststephenlutheran.org or 515-276-4628.
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the Parish Steward's Office and you will be notified whether it is approved or not approved.

FEES FOR FACILITY USAGE

At this time the congregation does not charge a fee to congregation members for the use of our facilities. Donations to cover cost of utilities and cleaning are appreciated but not required. The following fee schedule is for groups of 25 or more. Groups of fewer than 25 may be negotiated.

FEE SCHEDULE

Room Rental

Fellowship Hall (seats 150)	\$100/hour or \$300 daily maximum
Narthex (seats 75)	\$50/ hour or \$150 daily maximum
Sanctuary (seats 250)	\$150/hour or \$450 daily maximum
Kitchen	\$50/hour or \$150 daily maximum
Classroom (seats 5-25)	\$25/hour or \$75 daily maximum
Conference Room (seats 6)	\$25/hour or \$75 daily maximum
Work Room (seats 8)	\$25/hour or \$75 daily maximum
Room 105 (seats 25)	\$25/hour or \$75 daily maximum
(Nursery included with all rentals.)	

Event Coordinator

1-75 people	\$150
Over 75 people	\$200

Custodian

1-75 people	\$150
Over 75 people	\$200

Sound Tech

½ Day	\$100
Full Day	\$200

Musician (piano or organ)

½ Day	\$100
Full Day	\$200

Catering

Coffee/Breakfast Items/Juice/Water	\$5 per person
Lunch (Includes entrée, side dish, dessert, beverages)	\$8 per person
Dinner (Includes entrée, vegetable, potato, dessert, beverage)	\$12 per person

RULES AND REGULATIONS

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the Parish Steward Office. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
2. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
3. **BUILDING KEYS.** The Parish Steward will provide one key for the use of the facility if the event is outside of office hours. A representative must complete the Key Holder Statement and make arrangements for obtaining the key and returning the key. A \$25 fee is required for replacing lost keys.
4. **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged. Church supplies are not to be used except by church sponsored activities.
5. **PIANO AND ORGAN.** Permission to use the piano and/or organ must be granted by the Parish Steward. Piano should not be moved except by permission from the Parish Steward. Pianos are tuned twice a year.
6. **SANCTUARY SOUND SYSTEM.** The Sanctuary sound system is available for use upon request and completion of the Request for Sound/Video Form (see Fee Schedule). The system must be operated by St. Stephen trained members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.
7. **ALCOHOL, TOBACCO, NON-PRESCRIPTION DRUGS, AND FIREARMS** are not permitted on church property.
8. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.
9. **NO GAMES OF CHANCE.** Gambling or bingo played for money on the church premises is strictly prohibited.

10. SUPERVISION OF CHILDREN AND YOUTH. The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
 - ▶ No fewer than two (2) adults per 10 children or youth should be present at all times during any program or event involving children or youth. If male/female children or youth are involved adults must be male and female.
 - ▶ Adult supervision is required at all times both inside and outside of the church property including yard and parking lot.
 - ▶ Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
11. NURSERY USE. The nursery facility is available and our safety standards require that two (2) nursery care providers must be present to operate the nursery. All caregivers must be at minimum, eighteen (18) years of age.
12. FOOD AND DRINK. Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
13. DECORATIONS. Decorations may be attached to the walls or doors with removable tape that will not damage the surface in any way. All such decorations must be removed immediately and completely following the event.
14. EMERGENCY SCHEDULING CONFLICTS. The congregation reserves the right to preempt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
15. STORAGE. Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories off-site unless prior arrangements have been made through the church office.
16. BREAKAGE. All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

17. SECURITY. The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.

18. FINAL DECISIONS. In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or customary practices not specifically mentioned here, the Congregation Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council's directions, or forfeit the use of any part of the facility immediately.

**PROPERTY USE AGREEMENT and RELEASE FORM for
St. Stephen Lutheran Church**

Name of Organization: _____

Responsible Person: _____

Address: _____

Contact Person's Name: _____ Day Phone: _____

Fax: _____ Email: _____ Cell Phone: _____

Organization's Purpose: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

Frequency: One Time Only Weekly Monthly Other

Which day of the week:

Mon Tue Wed Thurs Fri Sat Sun

General Information

Describe IN DETAIL the type of event you will be bringing to our facility, including number of participants.

Will tickets be sold or admission charged for your event? If yes, what is the expected ticket or admission cost? Yes No

If yes, how will the net proceeds of this event be used?

Is your group a Nonprofit 501(c)(3) organization? Yes: No:

Nonprofit Tax ID Number: _____

Anticipated Number of Participants: _____

<u>Rooms Requested:</u>	<u>Fee</u>	<u>No. of Hours</u>	<u>Charge</u>
Fellowship Hall (seats 150)	\$100/hour or \$300 daily maximum	_____	_____
Narthex (seats 75)	\$50/ hour or \$150 daily maximum	_____	_____
Sanctuary (seats 250)	\$150/hour or \$450 daily maximum	_____	_____
Kitchen	\$50/hour or \$150 daily maximum	_____	_____
Classroom (seats 5-25)	\$25/hour or \$75 daily maximum	_____	_____
Conference Room (seats 6)	\$25/hour or \$75 daily maximum	_____	_____
Work Room (seats 8)	\$25/hour or \$75 daily maximum	_____	_____
Room 105 (seats 25)	\$25/hour or \$75 daily maximum	_____	_____

<u>Event Coordinator</u>	<u>Fee</u>	<u>Charge</u>
1-75 people	\$150	_____
Over 75 people	\$200	_____

<u>Custodian</u>	<u>Fee</u>		<u>Charge</u>
1-75 people	\$150		_____
Over 75 people	\$200		_____
<u>Sound Tech</u>	<u>Fee</u>		<u>Charge</u>
½ Day	\$100		_____
Full Day	\$200		_____
<u>Musician (piano or organ)</u>	<u>Fee</u>		<u>Charge</u>
½ Day	\$100		_____
Full Day	\$200		_____
<u>Catering</u>	<u>Fee</u>	<u>No. of Meals</u>	<u>Charge</u>
Coffee/Breakfast Items/Juice/Water	\$5 per person	_____	_____
Lunch	\$8 per person	_____	_____
Dinner	\$12 per person	_____	_____

Equipment Needs:

___ Large Screen ___ ___ 8 Foot Tables: # _____
 ___ Chairs: # _____ ___ Food Serving Tables: # _____
 ___ Reception Table at Entrance ___ Other: _____

Sound/Video

If sound or video is needed, a Sound Technician is required. Please see Fee Schedule for cost.

Number of microphones needed _____

List the location and purpose for each microphone needed.

Location	Purpose
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Other sound requirements:

VIDEO

Will the projector be needed? _____

Video source (DVD/PowerPoint, etc) _____

Will the video source have audio? _____

Certificate of Insurance Requirements: Non-church groups are required to provide certificates of insurance naming as additional insured. A certificate should be turned in to the church office at least a week before the first use. For continuing usage, the form should be renewed annually.

Fee Arrangement

The parties understand that the fee for each use of the building will be \$_____ Deposit of 10% is required to secure date.

Deposit Paid: _____ Date: _____
Balance Paid: _____ Date: _____

Release and Indemnity Agreement

This Release and Indemnity Agreement is between St. Stephen Lutheran Church and _____ for use of the property for the specified purpose as defined above.

NOW, THEREFORE, in consideration of St. Stephen Lutheran Church permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

Organization or individual(s) hereby indemnifies, holds harmless, releases, and discharges St. Stephen Lutheran Church and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy Property Use Resources including the Rules has been received), and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Office Use

_____ Request Approved

_____ Request Denied

Signature _____ Date _____

Danette Griffith, Parish Steward
St. Stephen Lutheran Church
3510 72nd Street
Urbandale, IA 50322
Phone: 515-276-4628
Fax: 515-276-0651
Website: ststephenlutheran.org
Email: dgriffith@ststephenlutheran.org

Trinity Lutheran Church
Lutheran Church - Missouri Synod
3223 University Avenue, Des Moines, Iowa 50311

FACILITY USE POLICY

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world. That Christ's mission for His Church might be carried out according to His will, He has commanded that Christians unite in worship, practice fellowship with one another, and serve the needs of all persons in Christian love. Since Christians are also to administer the Office of the Keys as His Church and to maintain decency and order in the church, Trinity has adopted the follow

MISSION STATEMENT

Trinity Lutheran Church has been directed and empowered by our Lord Jesus Christ to actively proclaim the Good News of God's love and forgiveness in Christ Jesus to all people; to the end that they come to know, love, and proclaim Christ as their Savior and Lord, and joyfully conform their entire lives to the Christian life.

PHYSICAL FACILITY ROLE IN MISSION STATEMENT

Trinity's physical facility is a key focal point, not only for Trinity's members, but for all who pass by. Its majestic presence is a beacon proclaiming and calling to all, "Christians gather here." While not the only gathering place for Trinity's family, Trinity Lutheran Church is the main place where they unite in worship, practice fellowship, and serve the needs of all persons.

To enhance the facility's contribution to accomplishing Trinity's Mission, a physical facility use policy should ensure that Trinity is used only for the Glory of our Lord Jesus Christ in a manner consistent with the canonical books of the Old and New Testament, the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord of the year 1580 taken from and in full agreement with the Holy Scriptures and the doctrine of the Lutheran Church - Missouri Synod.

Trinity has a unique calling based on its location, not only physical location but location in the history of Lutheran worship in Des Moines. It has long been considered the "mother" Lutheran church of Des Moines, taking a leadership position in many programs for reaching out to spread the Word. Physically its proximity to Drake University has given it a mission to the Drake student body. As the neighborhood around Trinity has changed through the last 40+ years, and the residences of Trinity's members has shifted from neighborhood to regional, Trinity's mission to the neighborhood has shifted. With many diverse needs to be met by Trinity, and the diverse facility use experienced in meeting those needs, a facility use policy is necessary to ensure Trinity meets those missions with a minimum of overlapping, competing use.

This Facility Use Policy is established in the spirit of evangelism and outreach to Trinity's members as well as its neighbors.

SECURITY

An unfortunate aspect of present society and times is the reality that a segment of the population has no regard for the rights of others, whether property or life. This is not limited to homes and businesses. Trinity, as well as other churches in Des Moines, have been the victims of theft and some have been the victims of vandalism.

Trinity's calling to serve the needs of many and diverse interests is also the source of security concern:

–Some of Trinity's facility users do not appreciate the need to be personally responsible for their own care and maintenance of Trinity during their use, and to clean up and lock up after their use. Trinity's staff (pastoral, office, custodian, and Trustees) cannot and should not be expected to be at Trinity 24 hours a day to supervise, monitor, repair, clean up or lock up. The custodian has a time-consuming task every week to keep Trinity in order, ready for the next service, and work on areas of the facility that need special attention. It is physically impossible for him/her to stay ahead of users who take no responsibility for their own actions.

–With many groups using Trinity, often at odd hours, it is not uncommon that the users are not known personally by Trinity's core family. This lends itself to situations where unauthorized use is possible by groups that have gained access by some means such as doors being left unlocked or propped open, keys loaned or passed out to unauthorized individuals, etc.

–Two areas of concern have specifically occupied the Trustees' attention:

–Doors being propped open or left unlocked, windows cranked open, and lights left on. This could result in a phone call to a Trustee at 2:30am to come to the church to correct the problem.

–Unsupervised children playing in the church, usually in the gym, but at times also running through other parts of the building.

Every member needs to be aware of and assist in correcting the problems when they observe occurrences.

SECURITY POLICY

DOORS - Exterior:

The building exterior doors are to be locked at all times, other than when a service is being held, or a group has an activity that warrants unlocking the doors. Only those doors are to be unlocked that reasonably serve the needs of the service or activity.

DOORS - Interior:

Doors between each area of the church are to be kept closed at all times that there is not an activity requiring that they be open. Particular attention is directed to:

Narthex/Sanctuary - Separate heat source for the Narthex cannot heat the Sanctuary.

Sanctuary/Offices - Separate heat source for the Offices cannot heat the Sanctuary.

Students Center and Gym/Offices, kitchen, Sunday School Rooms - Individuals and groups using the student center and gym do not necessarily have reason for access or reason to be in the office, kitchen, or Sunday School room areas. These doors should be kept locked when not open for an activity. Separate heat sources for these areas work more efficiently when not called upon to heat the other areas.

Each member has the responsibility to take it upon themselves to close and/or lock doors that have been left open/unlocked inappropriately.

DOORS - Lock-up:

The Trustees lock up and close doors between church areas after each service. If an individual or group is still using the facility or comes back to use it, it is THAT INDIVIDUAL OR GROUP'S RESPONSIBILITY to lock up the church and insure that doors between areas are closed, and locked if appropriate.

DOORS - Keys:

It is the Trustee's duty to keep track of who has keys and to control their availability. While many individuals have need of a set of keys to the church, not everyone does. The more sets of keys that are in circulation, the more difficult it becomes to keep the building secure. If an individual feels that he/she should have possession of a set, application should be made to the Trustees through the office. If access is needed for an occasional use, a set of keys can be obtained from the office and returned after that use. Offense should not be taken if a request for a permanent set of keys is turned down, if the use is non-recurring. In many cases, a Board or group will be issued a set of keys for use by its members, rather than each member of the Board or group having their own set. Each member with a set of keys is personally responsible for its safekeeping. The keys should not be loaned to any individual who does not have reason to get into the Church and is not responsible enough to understand the need to keep the Church secure and observe the Security Policy. If the keys are loaned, make sure they are returned. Under no circumstances are they to be duplicated by anyone other than the Trustees.

USE POLICY

GENERAL

The Board of Trustees is the body that has the responsibility for the regulation governing the use of the church property and equipment, with the approval of the Voters, and coordination of the schedule of activities within the Church facilities. The Trustees, of course, cannot do this without everyone's cooperation and support. Day-to-day operation will be delegated in a manner that is in the best interest of the Congregation.

All Trinity usage is to be to the glory of God, and consistent with the teachings of the Lutheran Church - Missouri Synod, and in compliance with the laws of the state. Any request for use of Trinity's facility by a non-Trinity group is to be reviewed with the thought to how granting the use request furthers Trinity's mission, whether it be evangelism, outreach, witnessing, community relations, or other. If granting the request does not further Trinity's mission, it is appropriate to deny the request. Additional comments on use requests follow.

TRINITY LUTHERAN CHURCH IS A NON-SMOKING FACILITY. ALCOHOLIC BEVERAGE CONSUMPTION IN THE CHURCH OR ONE THE GROUNDS IS PROHIBITED.

Priority of usage goes to:

- Regularly scheduled services, Bible study and classes;
- Specially scheduled services, Bible study and classes, including funerals and weddings;
 - Funerals will pre-empt any other use;
 - Weddings may pre-empt any other use at the discretion of the Pastor;
- Trinity Boards' activities and meetings;
- Other Trinity groups' activities and meetings;
- Approved recurring use by other Lutheran groups, such as Mt. Olive gym use;

Some use is on a first-come, first-served basis:

- Trinity Congregation member's special activities such as an anniversary or family reunion;
- Trinity Congregation member's outside activity use, such as company use of a meeting room.
- Neighborhood/Drake/Fraternity group use of a meeting room or other area.

Frequently more than one area of the Church may be in use at the same time. No secondary use will be allowed at the same time as a Worship Service, Funeral, or Wedding, unless there is no potential for distraction of the service. No use activity shall interfere with another use activity.

Very few areas of Trinity are dedicated to one use or group. In most cases, the maximum use of the areas must be obtained by different groups cooperating and coordinating their uses. Each group must pick up their materials and store them when their use is finished so that the room is ready for the next use.

All arrangements for facility use shall be made through the Office, or directly with a Trustee. Trinity's Office Manager maintains a calendar and assists the Trustees in coordinating use and use requests. In order to facilitate efficient response time to use requests, the Trustees delegate to the Pastor and Office Manager the authority to approve use requests from non-regularly scheduled activities by members and non-member groups and individuals consistent with Trinity's Mission, the above priority statement, and following policy. The Pastor and Office Manager will keep the Trustees currently informed of any use requests they approve.

1. Use of the Sanctuary and Chapel is restricted to worship, and related meetings. The Pastor and Elders are responsible for ensuring that their use by any non-Trinity activity is not in conflict with the teachings of the Lutheran Church - Missouri Synod. The Pastor and Elders shall make the determination as to the appropriateness of requests for weddings and funerals of non-members.
2. No part of Trinity or the grounds is to be used by children without responsible adult supervision. Unsupervised children simply do not have the maturity to appreciate the necessity to respect and treat Trinity as God's House.
3. Trinity has the ability to serve needs beyond those of Trinity Congregation members, with an eye to proclaiming the Gospel, by making the facilities available to its neighbors, including the Drake Community. Trinity is not, however, a rental hall, for every individual or group that desires to use it. Use requests for non-regularly scheduled services and activities are submitted to the Office on the available form. It should be presented with a 2-week lead time to allow for determination by the Trustees if the Pastor or Office Manager determine the request should be referred to them.
4. Meeting Rooms: Use requests may be granted by the Pastor or Office Manager for meeting rooms, consistent with the above priority, so long as there is no use conflict, to recognized Drake student groups and fraternities and sororities, for one-time usage. Use may also similarly be granted to established neighborhood groups desiring one-time use of a meeting room. If any doubt exists as to the request, it should be directed to the Trustees. Only the Trustees have the authority to grant a request for usage of a continuing nature. Non-Trinity continuing usage is discouraged to avoid tying up usage to the exclusion of Trinity's own needs. No use request will be granted for commercial use of the facility.

All users are responsible for cleaning up after their use and removing their materials, and putting the room back in its original configuration so it is ready for the next use.

5. Student Center: The Student Center, while having a primary use for the Campus Ministry, is not dedicated solely to that use. When not reserved for Campus Ministry/ student study use, it is available for Sunday School, Bible Study, group meetings, and services and all other uses the same as the rest of the Church.

Designated study times while school is in session are:

Monday through Thursday - 7:00pm to 11:30pm

Sundays & Finals Week - to be established by the Trustees

with input from the Board of Campus Ministry

6. Gym: The gym presents special concerns because of potential injury and noise interference, and the amount of demand for its usage. We repeat the earlier Policy.
 - A. Priority for use follows that of the rest of the church. The gym will not be used at any time for any activity that in any way interferes with a church service or higher priority use in another part of the church. This applies to approved continuing use as well as single use. Church services preempt all other use that would distract from the service.
 - B. Children must be supervised at all times. Older teen supervision of younger teens and children is not acceptable.
 - C. Basketball and similarly noisy activity will not be played during the designated study times for the Student Center.
 - D. Gym use for sports activities is limited to groups and individuals with direct Trinity connection; e.g., Trinity organizations and members; or sister congregation tie (Mt. Olive School, area pastors, etc.).
 - E. All groups and all individual members of all groups, other than Trinity regular established organizations, using the gym for sports activities shall sign a waiver for liability and insurance purposes.
 - I. All non-Trinity established organizations shall sign the waiver, and provide proof of insurance coverage for their group's use of the gym, and sign an indemnification agreement covering Trinity's liability exposure. If no insurance coverage is in effect, the individual making the use request is responsible for obtaining a waiver from every individual member of the organization using the gym.
 - II. All Trinity members sponsoring gym use by a non-Trinity organization (e.g., group of friends getting together to play basketball with one or more being a Trinity member and thus the sponsor) are responsible to see that all individuals using the gym under their sponsorship sign the waiver. The individual making the request for the gym use shall be considered the sponsor. Failure of the sponsor to obtain waivers from all users will result in revocation of the use permission.
7. Use of Trinity in any manner inconsistent with the Use Policy is grounds to deny future use by a group or an individual.
8. Fee for Usage:
 - A. Meeting rooms and student center: In keeping with the mission statement of Trinity to reach out to the community, under normal circumstances, no fee is normally required for meeting room use. The Trustees reserve the right at their discretion to require a fee from any non-Trinity group or individual. Considerations giving rise to such a requirement would include prior experience with that group or individual, the need for special custodial attention, failure to leave the room in proper condition.

- B. Gym: Due to the extra maintenance and expense associated with the gym, it is appropriate that non-Trinity groups make a contribution for usage to help defray these costs. Suggested contribution: \$35.00 per hour. (A \$15.00 refundable deposit is also suggested.)
 - C. Congregational use of the sanctuary, gym, student center for special occasions such as weddings, anniversaries, etc.:
 - I. The Church Office Manager has an information sheet available with appropriate fees for organists, custodial services, linens, etc., for such occasions. Trinity also has a written organ use policy governing the use of Trinity's organ by non-members which is also available from the Office Manager. The wedding party is reminded it is appropriate to remember the Pastor, keeping in mind the amount of time and experience he contributes to the wedding service.
 - II. Use of the gym or student center by members would not by itself imply that a contribution is in order. Factors which influence this determination would be whether special custodial attention outside the normal duties is required. All users are expected to return the facility to order to be ready for the next use, and leave the kitchen in order.
9. Access by non-member groups or individuals:
- A. A set of keys is available from the Office Manager for groups or individuals whose use request has been granted. A refundable deposit of \$25.00 is required. The keys should be picked up from the Office Manager as close to the use time as possible, and returned as soon as the office is open the next day.
 - B. The users are responsible for leaving Trinity in the same condition as when they began using it, remove all their materials, turn off the lights, close and secure the doors.
10. Custodial care: The custodian has specific work hours and work tasks. Set up and room preparation for a particular facility use may or may not fall within the custodian's duties. The group using Trinity should not assume the custodian will prepare their room without checking with the custodian or the Office. While in many cases the custodian is willing to assist groups with set-up, all groups and individuals using the facilities are responsible for their own set-up. And they are responsible for seeing that the room is left ready for the next use. If special custodial attention is required, it is appropriate to make a contribution to Trinity for this expense. Assistance from the Trustees or other Trinity officials is also a possibility.
11. Equipment: No equipment such as tables, chairs, visual aids, sound equipment, work equipment, tools, and the like will be removed from the church property except under the following circumstances:

- A. In the event Trinity's mission would be greatly enhanced as ruled by the Pastor and Elders together with the Trustees, approval may be granted for loaning of equipment off the property. Normally, lending equipment to members for their individual use for their convenience does not fall under this category.
 - B. A limited number of tables in deteriorated condition and so designated as "Class B" may be loaned for off-premises use. Under no circumstances will "Class A" tables leave the church.
12. The Trustees may from time to time establish procedures to facilitate this use policy.

FACILITY USE POLICY ADDENDUM
August 16, 1999

1. No food or beverages in the Sanctuary or Narthex.
2. All floors should be left as clean as before use. Sweep and mop when necessary.
3. All lights must be turned off and all windows closed before leaving.
4. Lock all doors. Make sure all doors, including refrigerators, are closed and secure.
5. Any cooking utensils, stove, counters, and sinks should be left in clean condition.
6. All trash must be picked up and deposited in the dumpster. Parking lot must be picked up as well as grounds around the church.
7. Cleaning supplies are located in the closet outside the kitchen door. If there are any questions on cleaning supplies, contact the custodian (his # is on the cleaning closet door) for instructions on use of cleaning supplies.
8. All evening functions must be finished by 10:00pm, with only those cleaning the facility still remaining after that time.
9. No admission fees shall be collected at the door.
10. Absolutely NO alcoholic beverages are allowed on the church property or in the church building (with the exception of communion wine).

Trinity Lutheran Church General Use Policy Church Facilities and Schedule of Request for Contributions

Trinity Lutheran Church property and facilities are to be used primarily for church functions. Trinity recognizes, however, that its ministry to its members and to the community is enhanced through a broad use of its facilities. Therefore, we expect considerable use of Trinity facilities by other groups including religious, charitable, cultural, community service, fellowship, and educational groups, as well as by individuals. Our goal is to be as helpful as we can in providing facilities for various events. However, Trinity Lutheran Church reserves the right to refuse any application for use of the church facilities and the applicant agrees to hold the church harmless as a result of any refusal of an application. This document includes the policies, procedures, responsibilities, and terms of agreement relating to the use of Trinity property and facilities. These include the following.

- * The representative of the group who signs the "Request for Use of Facilities" form is responsible for the group.
- * Adequate adult supervision will be provided for all youth and children's activities.
- * All groups using the church are expected to leave the facilities in the same condition as, or better than, they were found.
- * Application forms will be submitted no later than 31 days before space and/or equipment are needed.

The user or group representative, by signing the "Request for Use of Facilities", agrees to hold harmless and indemnify the Trinity Lutheran Church and its Board of Trustees with respect to any claim or loss, injury or damage because of negligence or wrongful performance of the user, including damage to the building furnishings, equipment or property. Liability insurance for such coverage is required for all users scheduling repeated events.¹ A certificate of this insurance must be included with the "Request for Services".

GENERAL INFORMATION

1. Smoking or use of tobacco products is absolutely prohibited within the buildings. The use of those products are permitted in the parking lots. It is requested the cigarette or cigar butts be disposed of in containers by the entrances to the church building or in your car ash trays.
2. No alcoholic beverages or use of controlled substances are permitted on church property.
3. Trash will not be left in the facilities, on the grounds, or the parking lots.
4. Events for youth and children in the building or on the church grounds must be supervised at all times by a minimum of two adults. An additional adult is required for each additional ten (10 young people).
5. Users scheduling events requiring childcare providers will have a minimum of two (2) providers for each group of children up to ten. At least one of the providers must be an adult. For more than ten children, the ratio of providers to children should be approximately 1 to 5. It is the user's responsibility to arrange for the appropriate number of providers. (See "Addendum - Child care" for additional instructions.)
6. Adults and children attending events must refrain from leaving the area(s) assigned to the event.
7. For profit, commercial activities are not permitted to use the facilities.
8. No permanent signs, banners, pennants, decorations, etc. may be placed in or on the Church buildings. Temporary table decorations may be used. Other types of temporary signs may be used on easels or bulletin boards only specifically assigned by the Business Administrator.
9. The church will be unable to approve Use Requests for events planning extemporaneous programs unless control procedures can be described in an addendum to the Request that will ensure that presented material will be consistent with the mission and decorum of the church.

¹ Exceptions will be considered on a case-by-case basis.

SCHEDULING

If it is determined that a conflict exists among the requests for use of the facilities, the Church Office will resolve the conflict by suggesting alternative time or facilities. Failing this, approval will be made in accordance with the following general priorities.

1. Church worship service - including weddings, funerals and Sunday School - and normal operation of the Weekday Preschool and Mother's Day Out Programs.
2. Meetings of church commissions, committees, councils, the Church Council and other organizational groups within the church.
3. Social and recreational activities of church groups.
4. District church conferences or meetings.
5. Church-sponsored groups, such as the Boy Scouts, AA's, English as a Second Language classes, and Hispanic Ministry.
6. Non-Church organizations who regularly use the church such as CPC and the Wednesday Morning Prayer-Breakfast Group.
7. Church-affiliated groups for use of the facilities for overnight accommodations.
8. Community service and educational organizations.

A calendar of all church activities will be maintained by the church office staff and a copy of the Weekly Calendar posted on the Message Center Bulletin Board. If it is necessary to close the Church due to inclement weather, scheduled users may call the office for a recording or tune into radio KFYO. For any other emergency closings, the office staff will notify the scheduled users.

FUND RAISING ACTIVITIES

1. The church buildings, equipment and grounds shall not be used for commercial purposes, except when the profit is to be used for religious, charitable or community benefit.
2. Non-church groups may not conduct fund raising or profit making activities on the Church premises.

HOURS OF OPERATION:

Office hours are Monday through Friday 8:30-4:30 p.m.

APPROVAL:

Authority is given to the Business Administrator, Senior Pastor, or the Chair, Board of Trustees to approve/disapprove all applications except those requests made by church-affiliated tour groups for use of the facilities for overnight accommodations. That type of request may be authorized/disapproved by the Senior Pastor or Chair, Board of Trustees.

RESERVATIONS:

1. Applicants for use of the buildings, grounds, or equipment will submit the form entitled "Request for use of Facilities" in duplicate to the Church Office as early as possible to provide the Church Office maximum flexibility, if rescheduling is required. The Church Office will attempt to honor all reservations and to resolve any scheduling conflicts by suggesting alternative times or facilities.
2. Church and non-church groups using the facilities on a recurring basis are required to make an annual application at the time of their first request and thereafter in the month of January for the use of the building during the ensuing calendar year.

CANCELLATIONS:

Cancellations shall be made with the Church Office as far in advance as possible. The notification preferably shall be made in writing.

SECURITY:

1. The Church is not responsible for loss of the user group's personal items. The person losing an item may check the Church Office lost and found box and if identified, the item will be returned to its owner. Contents of the lost and found box are disposed of periodically.
2. User groups must restrict all activities to those assigned areas for which permission has been given.
3. Children below the fifth grade must be monitored to and from restrooms and child care areas.
4. User groups are charged with responsibility for closing windows; turning off lights in rooms used including restrooms; adjusting thermostats to temperatures posted; and, if having been instructed by the approving authority, locking the doors to the meeting room(s) and building. If authorized to use a kitchen facility, insure that all gas to kitchen equipment is turned off, dishes, glassware, and flatware are stored in cabinets marked for their storage; dishwasher is turned off; all unused food is removed from the church; and, trash is disposed in the dumpster located back of the church, off the service road leading from the parking lot to Evergreen Lane. Church groups are expected to wash and return kitchen towels within a week.
5. If keys to the rooms and the building have been checked out for the event, they must be returned before the security deposit is returned to the user group's representative.

USE OF THE BUILDING AND EQUIPMENT:

1. Use of church facilities will be limited generally to the inherent systems and features installed or readily setup in each room. The church is not equipped for large theatrical events requiring a stage or elaborate lighting.
2. All groups using the church are expected to leave the facilities in the same condition as, or better than, they were found. All equipment, tables, chairs, etc. are to be placed in original positions.
3. Food or drink may be served only in those rooms having kitchen facilities or those specifically permitted in the application.
4. Special permission may be granted to use kitchen equipment including china, glassware and flatware, provided the users have been instructed in the proper operation and cleaning of the dishwasher.
5. Users assume full responsibility for any damage to the facilities and equipment used. Users are responsible for the cost of fixing the damage and replacement of equipment. Acceptance of repairs and/or replacements by the Property Manager is required before any part of the security deposit may be returned.
6. A church host(ess) will be assigned to non-church users of the kitchen to show them how to use the equipment and to oversee the use and cleanup of kitchen equipment and facilities. The presence of the church host(ess) does not alter the user's responsibility for damage to facilities or equipment.
7. All non-church groups must provide their own paper products. Church groups may be assessed the cost of paper products used.
8. The Church caterer, if available, will be considered before outside caterers will be approved to use the main kitchen. Use of a caterer should be noted on the application.
9. Church equipment or furnishings may not be removed from the premises.
10. Users of the shower facilities will provide their own soap and towels and will be responsible for leaving the showers as clean as possible.
11. All participants and leaders in recreational activities in the Christian Life Center will act responsibly and sensibly to help create a safe and fun-filled environment and will refrain from activities that have the potential to damage property.

CONTRIBUTION SCHEDULE:

Members of the Annandale Church are not required to pay a fee for use of the facilities for weddings or funerals of their immediate families. Members are expected, however, to contribute towards the cost of janitorial services for weddings only. Other suggested wedding service contributions are contained in a schedule that is promulgated separately. Members are required to reimburse the Church for any damages to the facilities or equipment used by them for private functions. Suggested contributions, as given below, are applicable to church members for other private functions.

For any non-church group approved to use Trinity Lutheran Church facilities, the following contribution schedule will apply and will be paid in advance.

A minimum security deposit of \$100 (by separate check) is required with the submission of the request. This will be returned after inspection for damage is completed. If no damage is found, the deposit will be returned. The contributions for use of the required facilities are due 10 working days before the scheduled event. Keys required to enter the building and/or specific room(s) will be issued after final payment has been received. Costs of damages to the facilities or equipment will be paid promptly to the church office and the costs will be based upon a church estimate or the actual cost of a contractor.

Church facilities will be **reserved in four-hour increments**. The value of the basic increment times the number of increments needed equals the contribution requested. All contributions requested for use of the facilities include janitorial costs and parking facilities, except that an additional janitorial fee for the larger rooms is requested for evening and weekend functions.

<i>Sanctuary</i>	\$240
<i>Medium Size Classrooms</i> #300, 650 sq. ft.	\$ 25
<i>Large Classroom</i> #302, 811 sq. ft.	\$ 30*
<i>Conference Room</i> #210, 542 sq. ft. and warming kitchen	\$ 30
<i>Christian Life Center</i> 2,876 sq. ft.	\$ 125*
<i>Kitchen, Christian Life Center</i> Including use of all equipment Kitchen Host(ess), required	\$40 \$40 (paid by separate check)
<i>Atrium</i>	\$ 150*
<i>Nursery</i> #206,207 and 208, approx. 425 sq. ft.	\$15

Use of overnight accommodations by church-affiliated groups - suggested donation \$2.00 per person per night.

* Additional evening and weekend janitorial fee of \$50 is added for functions involving food; functions with no food, \$25 (paid by separate check).

Space Request / Facilities Use Agreement

Trinity Lutheran Church
Busyville, IA

Date Information

Event Date(s) _____

Start Time: _____ End Time: _____

Space Requested: _____

Gloria Dei equipment being used: _____

Approved by: _____

Contact Information

Name of Event or Group: _____

Contact Person's Name: _____

Contact Person's Phone Number(s): _____

Number of people expected: _____

Agreement

I agree to all conditions set forth in the Facilities Use Policy by Trinity Lutheran Church, Busyville, Iowa. I agree to care for the facility as if it were my own and to always treat it as God's house.

Signature: _____ Date: _____

Room	Fee	Deposit (refundable)

Deposit Check # _____ Amount received _____

Fee Check# _____ Amount received _____

Received by: _____ Date: _____

Deposit check returned by: _____ Date: _____

Trinity Lutheran Church Building Use Policy, Regulations & Responsibilities

Trinity Lutheran Church is available for use by church members and non-church members, such as service organizations, other churches, community groups, and city, county, state and federal governmental agencies. It is the desire of this church to provide service to church members, non-church members and the community by sharing our facilities.

In exchange for using the building, we ask you to contribute toward the costs of utilities, maintenance and custodial supplies. The suggested donation schedule, approved by the Church Board, is listed at the end of this document.

Use of the building and facilities will be considered with the following priority:

1. **Trinity Lutheran Church** activities, programs and church members
2. **Disciple Churches** and Denominational Events
3. **Other churches**
4. **Non-profit service groups**, e.g. Salvation Army, Red Cross, Community Health Services, Boy/Girl Scouts, etc.
5. **Other groups**, including: service organizations, community groups and governmental agencies.

A calendar of scheduled events requiring building use shall be maintained in the church office for ready reference by the church staff. All organizations and groups that are not part of the regular structure of Trinity Lutheran Church are required to submit an *“Application for Building and Facility Usage”*.

Building use by **Trinity Lutheran Church, LCMS Churches, and other churches** shall be scheduled, coordinated, and approved by the church staff.

Building use by **non-profit service groups** and **other groups** will be scheduled through the church office and sent for approval to the ministers and/or trustees. If approved, the agreement will then be completed and signed. This procedure applies for all applications for building and facility use, whether the request for use is for one time, weekly, monthly, or occasionally. Processing the application may take up to 30 days.

Damage Deposit

There will be a \$100.00 refundable damage deposit for the use of the following:

- \$100.00 for use of the gym
- \$100.00 for use of the fellowship hall
- \$100.00 for use of the kitchen

Outside groups using any of these facilities must have a church representative on the premise. The staff and/or trustees may, at their discretion, waive the damage deposit requirement.

Time Limitations

Groups using the facility on a continuing basis will have their contracts reconsidered every six months. Renewal is at the discretion of the church staff and/or trustees.

Obtaining Approval for Building Use

The process for obtaining approval for building/facility use is as follows:

1. Obtain and read a copy of “*Building Use Policy, Regulations and Responsibilities,*” remembering your responsibilities when you use the building/facilities.
2. Fill out the “*Application for Building and Facility Usage*” and return it to the church office immediately together with the suggested donation. We recommend that a representative of the group look over the facility before making application so that you will know which room(s) you wish to request.
3. The church staff will review the application to be sure it does not conflict with other plans and/or programs.
4. The ministers and/or Trustees will review the application and you will be contacted with the church’s decision on usage, facilities available, and any specific details concerning use, restrictions or arrangements.

Responsibilities of Groups using the Building/Facilities

1. Your group **shall designate in writing one person** who will be responsible and be the contact person with the church. This person shall make arrangements for everything needed such as unlocking and locking of the building.
2. Unless otherwise specified, the group will take **full responsibility for set up, take-down and clean up**, so there will be no additional work for our custodian. If the services of a custodian are needed, refer to the usage schedule for additional fees.
3. If the group is meeting **during office hours** on weekdays, the building will be open and ready for your group. The group does not need to make arrangements for keys or locking up. Office hours are generally 8:30 a.m. to 4:30 p.m. Monday through Friday excluding legal holidays.
4. If the group is meeting **other than during office hours**, the contact person will need to arrange access to the building and space requested and do the following:
 - a. Be the first person at the church to open the building and show people where the group is meeting;
 - b. After the meeting, make sure the area is completely picked up and restored to the same condition as the group found it.
 - c. Close all windows.
 - d. Dispose of all garbage and waste paper in the proper receptacles in either the kitchen or custodian closets.
 - e. Make sure no one in your group remains in the building following the conclusion of your activity.
5. The last person to leave turns off **all lights**, except designated night-lights and makes sure **all doors** are locked and secured.
6. If there is a change in the group’s meeting date and/or time, the contact person will call the church office **at least 24 hours prior** to the cancellation or postponement. Changes in dates or times will only be made if they do not conflict with activities at the church. No assurance can be given that a change will be granted.

7. All youth activities must have adequate adult supervision. There must be at least 1 adult for every 8 youths. Youths must limit themselves to their assigned areas only. Wandering through the halls, other rooms, and moving into other areas of the building is strictly prohibited. Supervising adults are encouraged to periodically remind youths of these restrictions.
8. If custodial services are needed for setting up of tables/chairs, it must be noted on the application. The church will get in touch with the group contact person concerning the arrangements to be made at the church.
9. If several groups are meeting at the same time, each group must cooperate on kitchen usage, noise levels, etc.

General Conditions for All Groups Using the Building/Facilities

1. There will be **no alcoholic beverages and/or illegal drugs** of any kind brought into or consumed on the church property.
2. There will be **no tobacco products** inside the church building.

Rules Governing Use of the Kitchen

1. All groups must contact the church staff for setup and special needs.
2. All groups using the kitchen area are responsible for the complete clean up of the entire kitchen area following its use. All dishes, glassware, pots and pans, cooking utensils, and silverware are to be washed, dried, and put away before leaving the church. All leftover **must be removed** unless previous arrangements have been made with the church office.

Rules Governing Use of the Youth Room

This room is primarily reserved for use by WDMCC youth. Use of the youth room by outside groups is limited to other youth groups and mission groups who have appropriate adult supervision. If other organizations desire to use the youth room, an application for use must be submitted to the church staff.

Rules Governing Use of Fellowship Hall, Classrooms and Nursery

1. Trinity Lutheran Church groups and organizations must contact church staff for set up and special needs.
2. Other groups/ organizations are required to clean up each classroom area used when finished with their activities. If additional tables/chairs are used, they must be returned to the proper storage areas before leaving the building.

Rules Governing Use of the Gym

1. Trinity Lutheran Church groups and organizations must contact church staff for scheduling, set up and special needs.
2. All other groups and organizations must hire a church staff person to be on the premise during the entire activity.
3. Abide by posted rules for use of the gym facility. You will receive a copy of the rules at time of application.

Execution of the agreement

Approval of the use of the building/facilities covers only the stated group/organization and its members (collectively). No organization or individual (except Trinity Lutheran Church) has the authority to grant anyone else permission to use the building/facilities. Groups/organizations using the building/facility are to strictly observe the time schedule of hours agreed upon.

Failure to fulfill contract

Failure to fulfill one or all of the sections of the Agreement for Use of the Building and Facilities will result in the review and re-examination of the agreement with the group/organization entering into the contract.

Hold Harmless Agreement

Whereas West Des Christian Church hereafter referred to as church;
Whereas _____ hereafter referred to as User;
User includes not only the undersigned but all members of its “group.”

It is therefore agreed:

The User of the facility agrees to hold the Trinity Lutheran Church harmless from all claims arising from Users use, conduct, or management of the facility, grounds or contents, including damage or theft of or to property, when such claims arise out of the acts of omissions of User or usage by User. User further agrees to hold the Church harmless from all costs, attorney’s fees, expenses and liabilities incurred in connections with such claims.

The User, represented by the undersigned, agrees to observe all existing Board policies and Church *Building Use Policy*, copies of which are the responsibility of the User to acquire. The User acknowledges the Church’s right to revoke the further use of any assigned facility from the User without notice to the User. The User may not transfer, misrepresent or abuse scheduling requests without written consent of the Church.

Signature below indicates a guarantee by the signee that all users and families have been informed of and agree to the above, and to comply with the rules of usage as described in the church’s *Building Use Policy*.

Signature of User Group Representative

Date

Application for Building and Facility Usage

Trinity Lutheran Church
1000 Main St.
Busyville, IA 50000
Phone (515) 000-000 Fax (515) 000-000

Please complete and return to the church office

Name of Group or Organization _____

Purpose of Building/Facility Use _____

Contact Person: Name _____

Address _____

City/State/Zip _____

daytime # _____ nighttime # _____

Space and equipment requested (please check):

<input type="checkbox"/> kitchen (serving only)	<input type="checkbox"/> classroom	<input type="checkbox"/> gym
<input type="checkbox"/> kitchen (prepare/serve)	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> tables
<input type="checkbox"/> nursery	<input type="checkbox"/> organ, piano, etc.	<input type="checkbox"/> chairs
<input type="checkbox"/> VCR/TV	<input type="checkbox"/> sound system	<input type="checkbox"/> white board

Date Requested _____ Hours Requested _____

Approximate number of people expected for activity _____

Special set-up/take-down/custodial clean up needed? Yes No

Explanation of special arrangements or special fees (include what special equipment you intend to bring to the event). Use additional sheet if needed or to draw set-up.

Plans for entering/locking building _____

Will food and/or beverages be served? Yes No

If "Yes", please describe food/beverage plans. **(No alcoholic beverages permitted)**

Total recommended donation _____

Signed _____

Date _____

Trinity Lutheran Church Building Use Donation Schedule

The following is the suggested "Donation Schedule" for use of the rooms/facilities of Trinity Lutheran Church by a group/organization based on a normal usage of 2-4 hours duration. The Trustees and/or Church Staff will negotiate requests for longer usage.

Area(s) Requested	Capacity	Suggested Donation
Fellowship Hall	300	\$25.00-\$300 (allow approx. \$1 per person)
Kitchen (serving only)		\$20.00-\$50.00
Kitchen (prepare/serve)		\$50.00 - \$100.00
Classroom/Meeting Rooms	15-30	\$0-\$25.00
Gym		**\$75 first hour \$25 each additional hour

If these areas are requested after 5:00 p.m. any day of the week there will be an additional custodial fee for "extra services" needed. A normal custodial fee for set-up, takedown, and cleanup will be estimated according to number of hours to complete the job.

**For non-member church events in the gym, it is required to hire an on-site staff person during the entire event. This person will be responsible to unlock and lock the building. Cost is \$12 an hour with a 2-hour minimum.

Calculate Your Donation to Trinity Lutheran Church

Room(s) Requested	Donation
1. _____	_____
2. _____	_____
3. _____	_____

** Custodial fee (if applicable) _____

Church staff fee (if applicable) _____

Total _____

Please make checks payable to Trinity Lutheran Church