

**FAITH LUTHERAN CHURCH
FACILITY USE (BUILDING AND EQUIPMENT) POLICY
Version: 20080529**

2335 S. Webster Ave., Green Bay, WI 54301
Phone: (920) 435-5524

Rates and policies on this document are subject to change. Rentals may be denied due to pre-scheduled or reserved events and are also based on the availability of FAITH LUTHERAN CHURCH staffers to setup and secure the facility.

This form MUST be returned **no later than 30 days** prior to your event to confirm rental of the room.

The facilities and equipment of FAITH LUTHERAN CHURCH serve the ministry and mission of this congregation. This facility is first and foremost a house of worship and tool for ministry. The worship and program events sponsored by this congregation shall have first priority for the use of the facilities and equipment owned by this congregation. However, once your deposit has been received, the room is reserved for your activity. Funerals and funeral luncheons will take precedence over any scheduled activity. If this conflict arises, the church will contact you as soon as possible to inform you of the unavailability of the church. In this event, your fee and deposit for the church usage would be returned to you or held if you rescheduled your date. If you wish to reschedule, we will be glad to find an alternate date for you to use the facilities.

The facilities of FAITH LUTHERAN CHURCH may be used by persons or organizations other than those officially sponsored by this church, when goals and values are consistent with those of the congregation.

** Please call the church office with any questions
you have regarding the provisions in this contract.**

The following procedures, terms and conditions apply for the use of all FAITH LUTHERAN CHURCH facilities.

1. Eligible Users/Priority

- a. Church, Church sponsored events, and church affiliated groups. (*No rental charge*)

- b. Schools that Faith Lutheran Church is in Association with (Trinity Lutheran School, NEWLHS, Faith Christian Preschool). (*No rental charge*)
- c. Members of FAITH LUTHERAN CHURCH for private use (weddings, receptions, birthday parties, etc).
- d. Church, Church sponsored events and church affiliated groups of churches other than FAITH LUTHERAN CHURCH.
- e. Non-members only by special exception, with prior approval from a pastor and the trustees.

2. Rental Rates

*Make checks payable to: *Faith Lutheran Church*

Please see the attached sheet for rental rates. The scheduled fee for your rental is due in the Church Office at least seven (7) days prior to your event. Prices shown are for 1-hour block of time and for one-time use only. If you wish to rent for consecutive days, please contact the Church Secretary. Rates are subject to change without notice.

3. Security Deposit

Please see the attached sheet for deposit rates. A security deposit is required to be paid at the time your contract is received. This fee will reserve your date. This deposit will be refunded if all space, whether inside or out, is left in the same (or better) condition and arrangement than it was found. In the event of damage to the facility/equipment, the security deposit will be applied to repairing the damage. If the damages exceed the security deposit, you will be responsible for the balance. Please write separate checks for room rental fees and the security deposit.

4. Cancellation Policy

The Church Secretary must be notified of any cancellation, excluding inclement weather, within five (5) days prior to the event. If this notification is not given, the security deposit will be forfeited.

5. Items Available for Use

The following items are available for use: tables, chairs

6. Kitchen

FAITH LUTHERAN CHURCH has kitchen facilities available for rent. Please see the attached sheet for kitchen rental rates. Before using kitchen facilities, a meeting must be set up with the Trustee for operating instructions and safety purposes.

7. Catering

Catering is available from outside sources, but must be negotiated separately.

8. Gym/Multi-Purpose Room

There is a basketball and volleyball court in the gym.

9. Facilities and Equipment Usage Policy

- a. A certificate of liability insurance naming Faith Lutheran Church as the certificate holder must be attached to the completed Building Request Sheet when returned along with the security deposit. When getting a certificate of liability insurance, you may wish to check with your homeowners insurance.
- b. Any damage MUST be reported to Trustees immediately after event.
- c. No smoking, drugs, alcohol or firearms allowed on the church property or in the buildings at any time. Anyone under the influence of drugs or alcohol will be asked to leave the premises.
- d. Use of the facilities shall not exceed midnight without prior permission.
- e. Activities will be confined to the area reserved for your group.
- f. Any group using FAITH LUTHERAN CHURCH is welcome to use its tables and chairs within the building, but the user is responsible for setting up, taking down and returning all equipment to their original location(s). Equipment or property may not be borrowed or removed from the building. Since no cleaning service from FAITH LUTHERAN CHURCH is provided, it is the Renter's responsibility to clean the room and return everything to its original location.
- g. The sanctuary is off limits during your event unless prior arrangements are made.
- h. All items consumed must be provided by the Renter.
- i. Please contact the Trustees regarding any decorations (i.e., signs, banners, and streamers) that you wish to use.
- j. The church reserves the right to schedule other activities and events in other parts of the building at the time of your event.

- k. The organization or individual renting the facility will be held responsible for any and all damaged or stolen FAITH LUTHERAN CHURCH property and/or equipment. The Renter is responsible for the conduct and safety of all their guests. The church will not be held responsible for the misconduct of guests at a private event.
- l. Adults must closely supervise all children under the age of 18.
- m. Extra provisions for supervision and/or security can be individually negotiated.
- n. FAITH LUTHERAN CHURCH is not responsible for any personal property or valuables left on the premises after the private use of the facilities.
- o. Additional fees may be assessed, if an extraordinary circumstance exists, such as damage to equipment or building, or if special janitorial services are required following an event.
- p. Under some circumstances, this document may be negotiated.

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FACILITY USE REQUEST

Name of Organization: _____
Contact Person: _____
Contact Person: **is / is not a member of Faith Lutheran Church** (please circle the correct option)
Address: _____
Email Address: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Date Desired: _____ Number Expected: _____
Time: From: _____ (AM/PM) to: _____ (AM/PM)
Type of Event: _____
Additional Information/Comments: _____

Room(s) Requested: _____
 _____ Kitchen _____ Gym/Multi-Purpose Room

Please read the attached Facility Rental Use policy. By returning the signed Building Use Request form, you agree that you have read and understand your responsibilities in renting the space indicated. **Your security deposit check and a Certificate of Liability must accompany this signed form and the entire cost of the rental must be received at least seven (7) days prior to your event.**

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| <p>It is understood that FAITH LUTHERAN CHURCH:</p> <ul style="list-style-type: none">➤ Has the right to terminate this contract at any time.➤ Cannot accept liability for any injury incurred by any individual during use of the church and its facilities.➤ Is indemnified by the applicant for any damage/loss of property or injury arising by persons attending said event. |
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I understand that I am responsible for following all of the guidelines listed in this policy.

Failure to comply with these guidelines may result in Faith Lutheran Church keeping my deposit and/or charging additional fees.

If repair or replacement of damaged equipment is necessary, I will be responsible for the costs of those repairs or costs for replacement.

Signature: _____ Date: _____

RENTAL FEES	Member	Non-Member	Deposit	Capacity
Gym/ Multi-Purpose Room	\$25 per hour	\$50 per hour	50% of Rental Fee	300
Kitchen	\$10 per hour	\$20 per hour	50% of Rental Fee	N/A

Office Use Only:

Date Agreement Received: _____

Trustee Assigned: _____

Date Rental Approved: _____

Approved by: _____

Security Deposit Fee: _____

Date Received: _____

Total Rental Fee: _____

Date Received: _____

Condition of rental area after use: Acceptable

Not Acceptable

Comments about the condition: _____

Date Deposit Returned: _____

Check #: _____

The condition of the facilities at Faith Lutheran Church have been found to be in the condition that they were prior to the event described above with the exception of any comments noted.

Trustee: _____

Date: _____

Renter: _____

Date: _____