

# LORD of Life LUTHERAN CHURCH

## FACILITY USE AGREEMENT

### **INTRODUCTION**

Lord of Life Lutheran Church welcomes the use of its facilities by Lord of Life members, community groups and non-profit organizations whose objectives are consistent with our values and mission: "To inspire a deeper and richer connection to Christ, our community and each other."

These policies apply to all use of Lord of Life facilities and supersede all previous policies and agreements for use of church facilities.

A "Request for Church Use" form, signed by the authorized group contact person, must be submitted to the Office Manager for approval. Please allow 2-3 business days for a response to your request. For groups with ongoing requests, a new form must be submitted at the start of each calendar or program year and whenever there is a change in the contact person.

Use of church facilities will be scheduled on a first-come, first-served basis. If other events are taking place at Lord of Life Lutheran Church at the time of your event, all attempts will be made to ensure the success of your event. Similarly, it is expected that your group will honor the presence of other groups who are also using the facility. No private events may begin in the Sanctuary, Commons or Fellowship Hall before 1:00 p.m. on Sundays.

### **USAGE GUIDELINES**

It is expected that groups and individuals using our facility will recognize it as a place of worship and conduct themselves in an appropriate manner.

Use of church facilities and grounds are subject to the following restrictions:

- ◆ No smoking is allowed inside of the church building.
- ◆ No recreational use of any alcoholic beverage is allowed.
- ◆ No gambling of any kind is allowed.
- ◆ Activities must conclude no later than 10:30 p.m. All exceptions must be approved by the Office Manager.
- ◆ To avoid potential permanent carpet damage, do not serve red, purple or blue beverages.
- ◆ All decorations should be in good taste and should not damage floors, walls or furniture.
- ◆ No tacks or adhesive materials, except approved 3M wall hangers and/or painter's tape, may be used on painted surfaces. Carpet must be protected from damage caused by liquids or dripping candles.
- ◆ Please do not readjust the thermostats.

The custodian from Lord of Life will set up and arrange the tables and chairs with instructions from the group or individual using the space. All groups/individuals using church facilities will be responsible for their own clean up and are expected to return items to their original location, unless provision has been made for janitorial services. The fee for janitorial services (set up/clean up of more than one hour), is \$75.00.

All items brought into the church for use during your event must be promptly removed from the building. We do not have storage space. Likewise, items may not be delivered early (1+ days before the event). Lord of Life Lutheran Church is not responsible for lost, damaged, or stolen items, or any items left after an event.

## **FEE SCHEDULE**

- ◆ Non-profit groups, who do not charge for their event, will not be charged a fee. (Donations are welcome.)
- ◆ Non-profit groups, who charge for their events or the event is a fundraiser, will be charged the “All Others”
- ◆ All other groups will be charged the listed fee.

USER	FELLOWSHIP HALL/ COMMONS	SONSHINE ROOM	DOUBLE CLASSROOM	SINGLE CLASSROOM
LORD OF LIFE MEMBERS	\$ 25.00	\$ 25.00	\$ 10.00	\$ 10.00
ALL OTHERS	\$ 100.00	\$ 75.00	\$ 25.00	\$ 10.00

Fees listed in the schedule are for a four hour time period, including set-up and clean-up. Fees for longer times must be negotiated at the time the “Request for Church Use” form is submitted. There is no charge for use of TV/ DVD/VCR. Arrangements for electronics equipment use must be made in advance.

A deposit of 50% of the fee (minimum \$25) is due within 2 weeks after your usage request has been approved, unless other arrangements are made when the Request for Church Use is submitted. No fee will be charged for reservations cancelled at least one week in advance; reservations not cancelled one week in advance will forfeit their deposit.

## **KEY POLICY**

The authorized contact person for the organization/event will be issued a numbered key by the Office Manager. Keys are to be returned to the Office Manager following the event. Keys are not to be loaned or duplicated.

Keys issued to organizations with ongoing church use will be issued to a single authorized person. When authorization changes, the please notify the Office Manager. **Please notify the Office Manager promptly if the issued key is lost.**

Keys open the east and west front entrance doors to the church. To open the door, turn the key clockwise in the lock. To lock the door, turn the key counterclockwise in the lock. Do not attempt to depress the panic bars to keep the door open.

## **USE OF CHURCH EQUIPMENT**

No church-owned equipment is to be removed from the church for personal or community use, unless approved in advance by the Office Manager. Lord of Life does not loan out any of its tables, chairs or electronic equipment for personal use.

Special equipment specified on the Request form will be set-up prior to the event. Electronic equipment, including LCD projectors, computers and audio systems, can be operated only by members of the Lord of Life Sound Booth Crew or their designated assistant. Please return all other equipment to the original location.

## **KITCHEN USE**

- ◆ All meals prepared on site for fundraisers or community events must have a certified food manager or a volunteer trained in a food safety course, present during preparation, serving and cleanup. (*MN Statute 157.22.12*) This does not apply to any meal catered by a licensed food service establishment, potluck meals or funeral luncheons.
- ◆ All non-Lord of Life groups must supply their own coffee, beverages, napkins, paper towels and disposable cups. Items may be purchased for use at Lord of Life for a fee of \$5 for every 10 people present.
- ◆ All kitchen utensils and dishes used must be cleaned and returned to the proper storage area.
- ◆ Nothing is to be left on the counters, in the sinks or in the dishwasher after your event.
- ◆ If you brought food items, they must be removed from refrigerators at the close of the event.

## **END OF ACTIVITY CHECKLIST**

The contact person for each group is responsible for ensuring that the following activities are completed.

Tables and chairs are left in the same condition and configuration as found.

Tables have been wiped clean.

All dishes, glasses, silverware, coffee carafes, serving pieces and utensils have been washed, dried and returned to their original location.

All items, including decorations and food, that were brought into the church for use during the event have been removed from the building.

All trash has been collected and placed in the trash containers outside the East Entrance. There are separate containers for garbage and recyclables. Garbage bags are stored in the Kitchen cupboard underneath the angled countertop (serving window) and in the cupboards in the Commons.

All faucets are turned off in the kitchen and restrooms, and toilets are flushed.

Turn off all lights, except for the vestibule between the double set of doors on both ends of the building.

Turn off ceiling fans, stovetop, oven and coffee pot heaters. *Do not unplug the coffee system.*

Make certain that all windows are closed and locked.

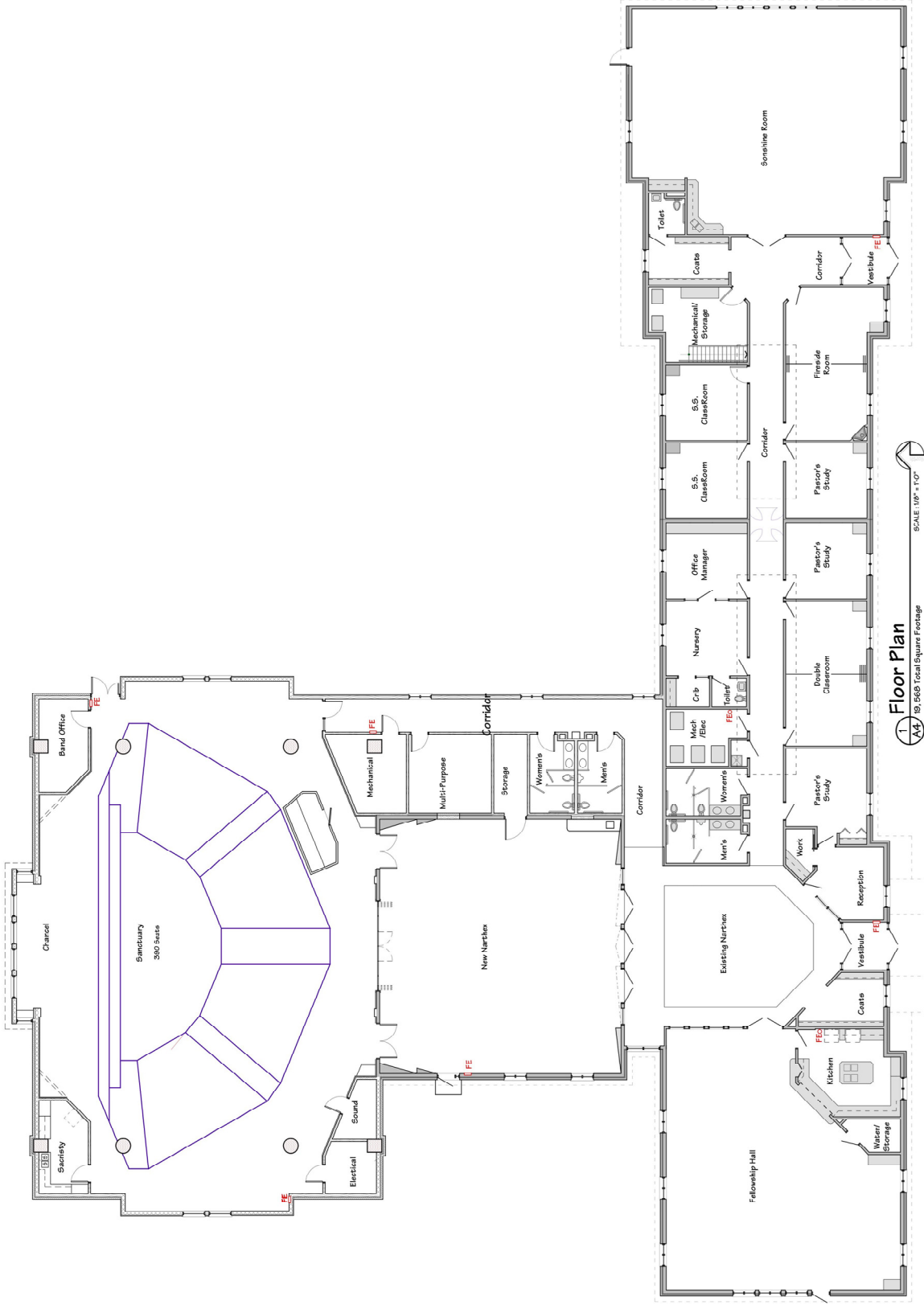
Close all interior doors, including doors to the sanctuary and fellowship hall.

Check all six exterior doors (see building diagram) to make certain that they are latched.

Before leaving, make certain there is no one else in the building. If you are not the last group to leave, notify the remaining group(s) that you are leaving.

*Updated on 8/30/2013*

*Approved by Church Council on \_\_\_\_\_*



Exterior Doors: West Main Entrance, East Main Entrance, Northside of SonShine Room, West side of Commons, East side of Sanctuary, Westside of Fellowship Hall

Location of Fire Extinguishers: West Main Entrance Vestibule, East Main Entrance Vestibule, Furnace Room by Restrooms (requires key), Westside of Commons by exterior door, Eastside of Kitchen by refrigerator, Southwest corner of Sanctuary, Northeast corner of Sanctuary, West side of corridor by Mechanical room

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Baxter MN 56425-8285

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E-mail: anne@lolbaxter.org

### REQUEST FOR CHURCH USE

Date(s) of Use \_\_\_\_\_

Frequency of Reoccurrence \_\_\_\_\_ Not a Reoccurring Event

Time of Event \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
(Please allow adequate set up, take down, and clean up time)

Name of Group or Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Title/Position \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Purpose/Title of Event \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Small Group/Club Meeting (2-20 people) | <input type="checkbox"/> Large Group/Club Meeting (21+ people)                   |
| <input type="checkbox"/> Instructional Event (All in one room)  | <input type="checkbox"/> Instructional Event (Multiple rooms)                    |
| <input type="checkbox"/> Open House/Shower                      | <input type="checkbox"/> Musical Performance <input type="checkbox"/> Fundraiser |

Estimated attendance \_\_\_\_\_ Cost to Attend?  No  Yes (Annual Fee)  Yes (One-time fee)  
 Public Event  Private Event

Special Needs/Logistics (Please mark all that apply)

<input type="checkbox"/> Rearrange Chairs/Tables (Include diagram)	<input type="checkbox"/> Table for Registration	<input type="checkbox"/> TV/DVD/VCR (Please circle)
<input type="checkbox"/> Microphone/Speakers	<input type="checkbox"/> Audio CD/Cassette Player	<input type="checkbox"/> Table for Refreshments
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Tripod(s) (Floor / Table)	<input type="checkbox"/> Coffee maker

Other considerations/Items to bring with you:

<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Laptop Computer	<input type="checkbox"/> Scheduled Break-times
<input type="checkbox"/> Meal on-site (Catered or self-prepared)	<input type="checkbox"/> Dishes/Glasses/Silverware	<input type="checkbox"/> Carafes/Pitchers for Beverages
Other _____		

**PLEASE READ AND SIGN:**  
To the fullest extent permitted by the law, the undersigned individual or organization: (a) shall defend, indemnify and hold harmless Lord of Life Lutheran Church of Baxter ("Church") and its employees, officers and agents from all claims, demands, suits, damages, losses and expenses (including attorney's fees and court costs) relating to or arising out of their use of the property of Church, whether caused in whole or in part by any act or omission of the undersigned individual or organization and regardless of whether or not it is caused in part by a party indemnified hereunder; and (b) forever releases and discharges the Church from all claims, injuries, damages, or causes of action relating to or arising out of negligence on the part of the Church or its employees, officers or agents.

\_\_\_\_\_  
Signature of Contact Person and Title in Organization

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Printed Name of Contact Person

<b>OFFICE USE ONLY:</b> Date Request Received _____
Room(s) Assigned _____
Rental Charge _____ Date Payment Received _____
Event Added to Master Calendar _____

