**Christ Lutheran Church**

**Building Use Policy**

These policies apply to all use of the Christ Lutheran Church (CLC) facilities by church members, non-church members, non-profits, community groups and other organizations. These policies supersede all previous policies and agreements for use of the church facilities. Use of church facilities will be approved by guidelines set by the church council.

These guidelines are intended to ensure safety, the enjoyment and long term availability of the facility and prevent abuse or damages. For your safety, CLC’s facility will be closed when there is a power outage. CLC follows the school district’s inclement weather policy. If school has been closed or there are no after school activities, CLC’s facility will be closed to outside groups.

CLC reserves the right to reject, in its discretion, the use of its facilities, by an individual, group or organization. We also reserve the right to make changes to rules and regulations as needed for safety, security, care and cleanliness of the property. The facility user agrees to abide by all such rules and regulations which are adopted.

**General Building Use Policies**

1. A “Facility Request Form” must be filled out for each event signed by the designated representative of the group, who shall be present for the duration of the meeting or event (unless otherwise approved). Copies of the policy are obtained from the church office or online. The completed form is submitted to the church office for approval. Contact the church office as soon as possible prior to the desired date of your meeting or event. Once the church has cleared the date and received the deposit\* **(if applicable)**, your request will be put on the official church calendar. At this point, either way, you will be notified by the church office of the status of your request and any possible deposit or fees that may apply.**\***
2. The possession and use of any drugs or tobacco products (cigarette, e-cigarette, pipe, cigar or chewing tobacco) is not permitted anywhere on the church property (includes grounds & building).
3. No alcoholic beverages may be consumed or served on the church property with exception to wine served during Holy Communion.
4. The church assumes no liability for personal items lost or stolen. Please take all possessions with you after the event.
5. Open flames must be contained.
6. Please use poster putty if placing items on the walls. **Use of tacks, tape, nails or pins of any kind is prohibited.**

**End of Event Checklist**

We appreciate you doing some light housekeeping such as:

* return tables and chairs to the proper configuration as found on arrival
* clean off table tops and chairs
* put trash and recycling into proper containers

**Fee/Deposit Schedule**

The following fee structure has been established for the purpose of covering the overhead costs associated with the building. These fees do not cover any damages that may occur. All such damages will be the financial responsibility of the facility user.

|  |  |  |
| --- | --- | --- |
| **Room Per Day** | **Members** | **Non Member** |
| Sanctuary | Suggested donation of $25-100. | $250 |
| Fireside Room | $100 |
| Kitchen | $100 |
| Dining Room | $125 |
| Fellowship Room | $50 |
| Youth Room | $25 |
| Classroom | $25 |
| Nursery | $10 |
| Custodial Fee | Suggested donation of $25-100. | $25-100\*\* |

**\*\*If any custodial fees would apply, you will be informed at time of approval.**

**Members Only**

A $50 deposit applies for borrowing the following kitchen items and is payable to WELCA. Items are to be returned 24 hours after scheduled event. Only the following kitchen items are available for member use.

|  |
| --- |
| **Borrowed Kitchen Items** |
| Linen tablecloths (must be cleaned before returning) **Please ask for options available.** | **$50 Deposit to use any of these items. Deposit will be returned upon inspection for damage or broken items.** |
| Gold Coffee Servers (10 available) **Quantity needed: \_\_\_\_\_\_\_\_\_** |
| Roaster (3 available) **Circle Quantity needed: 1 2 3** |
| 50 Cup Coffee Pot (1 available) **Circle Quantity: 1** |
| 100 Cup Coffee Pots (2 available) **Circle Quantity: 1 2** |
| Other (upon approval) |

**Members Only**

A $50 deposit applies for borrowing the following furniture items and is payable to Christ Lutheran Church. Items are to be returned 24 hours after scheduled event. Only the furniture items listed below are available for member use.

|  |
| --- |
| **Borrowed Furniture Items** |
| Rectangular Tables (up to 20 available)  **Quantity needed: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **$50 Deposit to use any of these items. Deposit will be returned upon inspection for damage or broken items.** |
| Metal Folding Chairs (up to 180 available)  **Quantity needed: \_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Christ Lutheran Church**

**Facility Request Form**

**I have read and agreed to the guidelines approved by Christ Lutheran Church (CLC).** *By making this reservation, the reserving group or organization acknowledges that CLC will not be liable for any thefts, injuries, or damages resulting from or arising out of the use of the facility.*

**Description of event:**

**Room or Area Requested:**

 Sanctuary Lakeside/Coffee Area Kitchen Fellowship Rm (behind kitchen)

* 
* 

v

 Dining Room Nursery Youth Room Classroom Other

* v
* v

v

Please list ALL Event Date(s):

Please list ALL Event Time(s):

Name of Group or Organization:

Number Expecting for Attendance:

Special Needs or Set Up:

**Draw diagram here of your set up** (use back of sheet if you need more space):

Contact: Phone Number:

Email:

Mailing Address:

CLC Member Nonmember

**I agree to the “Building Use Policy” for use of Christ Lutheran Church facility.**

Signature: Date:

 For Office Use Only – Requestor will be notified of any charges once approved

Date Received: Calendar Checked:

Staff Approval: Concerns:

Approved: Yes No Custodial Fee: \_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

Date Party Notified: Total Charges\* $

Date Charges Received: Payment Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custodial Approval: Date Usage Form Closed: