

Facility and Property Guidelines

Grace Lutheran reserves the right to deny the use of our facilities to any organization or group.

	Building Use Fees	
	<u>Members</u>	<u>Non-Members</u>
Building Usage Fee	\$25	\$50
Building fee if used for profit	\$50	\$300
-Plus Janitorial Service Fee		\$100
Refundable Deposit*†	\$50	\$100
Weddings**	-0-	\$300

The above fees are each time you use the facility for whatever time that was asked.

*If building is not properly cleaned after event the Deposit will be withheld to cover cost of cleanup.

†Deposit check will be held until after event and appropriate approval is given. Original check will then be returned to the renter.

Members and Non-members will be required to make a deposit and sign a property usage agreement for weddings and banquets and any other events. Any misuse of facility could result in forfeiture of deposit and further privileges in the future pertaining to usage.

**Any other fees that could come up in events such as weddings will be determined by Grace Lutherans representing parties and is subject to their discretion.

REQUEST FORM

1. Name _____ Today's Date _____
2. Address _____
3. Phone Number _____
4. Requested Date(s) _____ Times _____
Purpose _____ # of people anticipated _____
5. Fees:

Fee for Building use _____	6. <u>Room Needed (check all that apply):</u>
Refundable Deposit _____	Gym _____
Total \$ _____	Kitchen _____
	Classrooms _____
	Narthex _____
7. Table Sign Out (# of Tables Needed) _____
Date Tables Needed (please return within 24 hours) _____

I have read and agree to abide by the general guidelines as stated on the back of this form.

6. Signature of user _____ Date _____

*Approved by 1. _____ 2. _____

Two signatures required for approval.

GRACE LUTHERAN CHURCH BUILDING POLICY

The membership of Grace welcomes the chance to provide usage of the building to members and the surrounding community for activities that fit in conjunction with our mission.

The following policies are provided not as a deterrent from use but as a guide to help everyone interested get the most out of their usage of the building.

1. Arrangements should be made at least 2 weeks prior to planned activity, and a signed authorization form on file with the church secretary. This allows time to resolve any scheduling conflict or other unforeseen problems and scheduled on the Activity calendar.
2. The building must be vacated by 11:00 p.m. and left in the same condition that you found it prior to use.
3. A walk through should be made with the Church Secretary or Committee member prior to use to go over any questions or potential issues that could arise. (If the secretary is not available, please see Terry Van Dyke to assist with building use needs.)

GENERAL GUIDELINES

1. Alcoholic beverages will not be permitted on the premises at any time.
2. No smoking will be allowed in the facility to maintain our smoke free environment.
3. Regularly scheduled church activities will take precedence over any other event not on the church usage activity calendar.
4. Any and all damages will be the responsibility of the person or group using the facility.
5. Decorations can be used, but only with masking tape or poster putty for adhesives. (NO SCOTCH TAPE, TACKS, NAILS OR PINS UNLESS APPROVED BY BOARD.)
6. Tables used for any event need to be returned to their original location promptly after the event.
7. Only rooms scheduled should be used during the event.
8. Tables must be signed out by members only. Member is responsible for any damage to tables.
9. Person or Persons who signed building use form must be present during event.

Grace Lutheran Building Clean Up Requirements

*If you open it – close it
If you get it out – put it away
If you drop it – pick it up
If it's not yours – ask permission to use it
If you break it – admit it and make it right
If you spill it – clean it up*

Kitchen

Clean and put away any dishes used
Wipe of counters
Empty trash
Sweep floor
Spot mop if needed

Classrooms & Nursery

Empty trash if needed
Wipe tables if used
Vacuum if needed
Pick up toys if used

Gym

Empty trash
Dust mop floor
Spot mop if needed
Wipe off tables if used
Make sure tables and chairs are put back as you found them

Bathrooms

Check diaper pail and empty if needed
Make sure toilets are flushed
Wipe counters if needed

For all individuals or groups using the church – make sure that if you move any furniture that it gets put back as you found it.

Thank you!

November 2006