



Lord of Life Lutheran Church Congregation Property Use Resource

Approved January 2024

Lord of Life Lutheran Church's primary purpose is to execute the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. 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 and Release Form.

Building use activities fall under the authority of the Property Committee. Requests for building use are managed through the church office. Local organizations and individuals may also use the church building for one-time or short-term usage. When possible, we will attempt to make our facility available for such groups. Our first priority is to congregation programs and membership needs.

Approval for the use of the grounds and/or facilities of 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
- Rules and Regulations
- Property Use Agreement Form including Release.

STEPS and GUIDELINES TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement from the church office or at our website: www.lolonline.org
2. Fill out online Room Request Form at www.lolonline.org
3. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
4. Return the Property Use Agreement to the church office and you will be notified whether it is approved or not approved.
5. Church facility use will not be granted to outside groups who charge patrons for events or are for-profit ventures (such as karate, jazzercise, etc...)
6. Damage deposit may be requested for certain group events (see Office Manager).
7. Events cannot be scheduled more than 6 months in advance.
8. The church reserves the right to review long term scheduled events for appropriateness and content and may revoke contract in case of violations of guidelines.

*****The church may require that a staff member or person of appointment be on site during the time of the event. There may also be a fee associated with this service. The decision will be made at the time of approval if this is deemed necessary.***

RULES AND REGULATIONS

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or be removed from church premises. 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. Rooms must be returned to its original state at end of use.

3. KITCHEN RULES

- These general rules are in place for all activities in the kitchen:
 - The kitchen must be left clean and orderly after use.
 - Garbage and trash must be bagged and disposed in the dumpster behind the church.
 - Church supplies, including all plasticware and napkins, are not to be used except for church-sponsored activities.
 - Dishes, silverware, bowls, and other kitchen items are not to be used except for church-sponsored activities.
- For additional information and guidance for kitchen use, see the Kitchen Handbook, located in the Kitchen or see a member of the Hospitality Committee before your event.

4. **PIANO AND ORGAN USE.** Permission to use the piano and/or organ must be granted by the Director of Worship and Arts. Piano and/or organ should not be moved except by permission from the Director of Worship and Arts.

5. **SANCTUARY/FELLOWSHIP HALL AV SYSTEM.** The Sanctuary and Fellowship Hall AV systems are available for use upon request. No other equipment may be attached to the church AV system without prior approval.

- Sanctuary AV Equipment cannot be operated by anyone other than trained Lord of Life Staff and an additional fee is required for staffing event.
- Fellowship Hall AV Equipment requires either prior training from Lord of Life staff or requires a staff presence, which additional fees apply.

6. **NO SMOKING.** All members of all groups using our facilities shall always abide by a “no smoking” rule in all parts of the building, including corridors and restrooms.

7. **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 doors. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.

8. **SUPERVISION OF YOUTH.** The congregation seeks to provide a safe environment for youth of all ages. All users of the facility are expected to follow the guidelines of this policy including the following:

- At least two adults should be always present during any program or event involving youth.
- For groups of fifteen or more, a ratio of one (1) adult for every five (5) youth is required.
- Adult supervision is always required both inside and outside of the church property including playground and parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

9. **NURSERY USE.** The nursery facility is available, and the nursery coordinator must be notified if group will be requiring attendants.

10. **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, silverware, tablecloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.

11. **ALCOHOL.** The distribution and/or consumption of alcoholic beverages is prohibited on church property. Specifically, within the church building itself, on the grounds, or in the parking areas.

12. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

13. **EMERGENCY SCHEDULING CONFLICTS.** The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

14. **STORAGE.** Excess storage is limited for organizations other than LOL church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the Office Manager.

15. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use 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.

16. **DEPOSITS.** There may be a refundable key and damage/cleaning deposit required for your event.

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 individual property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to individual property.

18. If Property Use Rules and Regulations are not followed the following actions can be taken by the church:

1. First time offense: written warning
2. Second offense: Group/Individual will pay extra cleaning charge of \$50 for classroom and \$75 for Fellowship Hall or Sanctuary.
3. Third offense: Group/Individual will have future dates for meeting/event cancelled.

*Any damage done at any time to a room or equipment will be paid by the individual/group that reserved room.

*In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the 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

Certificate of Insurance Requirements - Non-church groups are required to provide certificates of insurance naming **Lord of Life Lutheran Church** 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.

Release and Indemnity Agreement

This Release and Indemnity Agreement is between _____
(Organization or individual) and **Lord of Life Lutheran Church** (for use of the property describe above for meetings and other activities.)

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

1. Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges **Lord of Life Lutheran Church** and its administrator, directors, agents, officers, members, volunteers, and/or employees, from 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 because 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.

Signature of Responsible Party: _____ Date: _____

Is your group a Nonprofit 501(c)(3) organization?

Yes: _____ No: _____

Nonprofit Tax ID Number: _____



Fee Schedule

Fees are for all events, meetings, or functions that are not affiliated with Lord of Life Lutheran Church.

Room	First 4 hours	Each additional hour
Fellowship Hall (Includes kitchen use)	\$150*	\$50
Conference Rm.	\$75	\$25
Classrooms	\$75	\$25
Sanctuary (non-wedding)	\$500	\$100
Damage/Cleaning Deposit**	\$250	N/A

* If group uses Lord of Life Tablecloths a cleaning fee of \$15.00 per tablecloth will be charged to group.

**The requirement of a deposit is at the discretion of the Property Committee and Office Manager and is on a case-by-case basis.

-- Keys will not be given to non-members --

Wedding and Rehearsal Fees--- see separate policy agreement.