

Glyndon Lutheran Church Facility Use Agreement

Adopted by Church Council on November 16, 2015

Glyndon Lutheran Church's primary purpose is to carry out 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 Facility Use Agreement and Release Form. A copy of the approved form will be returned to you once approved.

Building use activities fall under the jurisdiction of the Church Council. Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed through the church office. Local organizations and individuals for one-time or short-term usage also may use church facilities. When possible we will attempt to make our facility available for such groups. Our first priority is for congregational programs and membership needs. Priority is then given to non-profit groups that are supported by our church and finally to other non-profit organizations.¹

Approval for the use of the grounds and/or facilities of our 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
- Fee Schedule
- Rules and Regulations
- Facility Use Agreement and Release Form

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Facility Use Agreement and Release Form from the church office or at our website: www.glyndonlutheran.org
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Facility Use Agreement and Release Form to the church office and you will be notified whether your request is approved or not approved.
4. When request is approved, pay the security deposit (\$100) to confirm your reservation. Following the event, church staff will inspect for cleanliness and damage. The deposit will be mailed within 10 business days.
5. Payment is due to the church 5 business days before the event. Refunds may be available for cancellations.

¹ Exceptions to these rules may be made on a case-by-case basis.

FEES FOR FACILITY USAGE²

One-Time Functions

Sanctuary \$250
Fellowship Hall \$200
Fellowship Hall plus Kitchen \$300
Custodian \$75
Sound Technician \$25

Recurring Functions

Fellowship Hall \$75 per month
Fellowship Hall & Kitchen \$100 per month
Meeting Room \$50 per month
Custodian \$50 per month

RULES AND REGULATIONS

1. CHURCH PROPERTY. Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. 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. Failure to comply may result in forfeiture of the security deposit.

3. KITCHEN RULES. The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster north of the educational wing. Church supplies are not to be used except by church sponsored activities unless written permission is granted. Failure to comply may result in forfeiture of the security deposit.

4. PIANO AND ORGAN USE. Permission to use the piano or organ must be granted by the Pastor, the Family Minister or a Music/Choir Director. Piano and/or organ should not be moved except with permission from the Pastor, the Family Minister or a Music/Choir Director and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after repositioning.

5. SANCTUARY SOUND SYSTEM. The Sanctuary sound system is available for use upon request. The system must be operated by trained congregation members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.

6. NO SMOKING AND NO ALCOHOL USE ALLOWED. All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. Alcohol consumption outside of the administration of the sacraments of Holy Communion is not allowed on congregational property, including all buildings and outdoor areas.

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 all windows. As applicable, if a key is provided, the group or member will be responsible for locking the facility. If no key is provided, please contact your church contact when the event is complete to lock up.

8. NO GAMES OF CHANCE. Gambling on the church premises is strictly prohibited.

9. SUPERVISION OF CHILDREN AND YOUTH. The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including:

² Fees maybe reduced or waived entirely for Glyndon Lutheran Church members or for non-profit organizations at the direction of the Pastor, Family Minister, or a Church Council Member.

- No fewer than two adults should be present at all times during any program or event involving children. This means that adults should be present on the premises BEFORE or at the same arrival time as any children or youth.
- Adult supervision is required at all times both inside and outside of the church property including the parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
- Classroom doors must remain open at all times that youth are present in classrooms not equipped with glass observation windows. Glass observation windows shall not be covered or obscured.

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, silver, table cloths, etc.) and remove same immediately after the event. Storing of catering equipment is not permitted.

11. DECORATIONS. Decorations must be approved by the Pastor or the Family Minister and 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 and should not present an unsafe fire hazard.

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

13. STORAGE. Storage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

14. BREAKAGE. All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order 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, or otherwise refurbishing 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. These costs will be deducted from the security deposit. In addition, if the charges are more than the security deposit, a bill outlining the costs will be given to the responsible party.

15. 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 personal property and valuables and not leave them unattended. The congregation is not responsible for theft or damage to personal property.

16. FINAL DECISIONS. 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 Church Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Council's directions or forfeit the use of any part of the facility **immediately.**

Glyndon Lutheran Church P.O. Box 38 414 Parke Ave South Glyndon, MN 56547
Office: (218) 498-2368 Fax: (218) 498-0186 E-mail: office@glyndonlutheran.org

Glyndon Lutheran Church
Facility Use Agreement and Release Form

Name of Organization: _____
Responsible Person: _____
Address: _____
Contact Person's Name: _____ Day Phone: _____
Fax: _____ Email: _____ Cell Phone: _____
Organization's Purpose: _____
Date(s) Requested: _____ Start Time: _____ End Time: _____
Frequency: One Time Only Weekly Monthly Other _____
Which day of the week: Mon Tue Wed Thurs Fri Sat Sun

General Information

Describe *in detail* the type of event you would like to bring to our facility:

Will tickets be sold? Yes No
If yes, what will be the ticket price or the admission fee? \$ _____
If yes, how will the net proceeds from this event be used? _____

Is your group a Nonprofit 501(c)(3) organization? Yes No
If yes, Nonprofit Tax ID Number: _____

- Facilities Requested:**
___ Sanctuary (with or without piano/organ or sound system)
___ Fellowship Hall (large group meeting room)
___ Kitchen
___ Meeting Room
___ Other (list: _____)

Anticipated Number of Participants: _____
Will food or drink be consumed? Yes No
Special Needs or Requests: _____

Equipment Needs:

- | | |
|---------------------------------|----------------------------------|
| ___ Portable Screen | ___ Round Tables: # _____ |
| ___ Overhead Projector | ___ 8 Foot Tables: # _____ |
| ___ LCD Projector | ___ Chairs: # _____ |
| ___ Flip Chart and Markers | ___ Food Serving Tables: # _____ |
| ___ Reception Table at Entrance | ___ Other: _____ |
| ___ Microphone and Lectern | |

Certificate of Insurance Requirements: Non-church groups are required to provide certificates of insurance naming Glyndon Lutheran Church as additional insured. A certificate should be turned in to the church office at least one week before the first use. For continuing usage, the form should be renewed annually.

Fee Arrangement: The parties understand that the fee for use of the building will be \$_____. Additionally, costs incurred to clean up or make repairs following your use of the facility will be deducted from the security deposit.

Release and Indemnity Agreement: This Release and Indemnity Agreement is between _____ (organization or individual) and Glyndon Lutheran Church, for use of the property described above for meetings and other activities.

NOW, THEREFORE, in consideration of Glyndon 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 Glyndon Lutheran Church and its directors, agents, officers, members, volunteers, and/or employees, from any and 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 as a result 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 including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: _____

Print Name: _____ Signature: _____

Title: _____ Date: _____

For the Congregation: Request Approved Request Denied

Signature _____ Date _____

For Office Use Only:

Reservation Confirmed on _____

Deposit Received on _____

Condition of Facility after the Event:

Clean/Undamaged

Clean-up needed

Damage Noted _____

Deductions from Deposit:

No Deductions

Repair Costs of \$ _____

Amount to be Refunded: \$ _____

Refund of Deposit Requested on _____

Refund Check Mailed on _____