

St. Paul Lutheran Church

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Building Use Policy and Agreement

This building belongs to St. Paul Lutheran Church. Our belief is that God has blessed us tremendously with the gift of a beautiful, modern facility and if we can extend that gift to the community for their use, we shall do so if able. The use of this facility or portions thereof shall be granted permitting the use does not interfere with the events or activities taking place within the building by the church or a standing church committee.

The use of the space will be permitted when such permission has been requested in writing and has been approved by the Church Council for:

- A. Uses of groups directly related to the church and the operations of the church:
 - B. Uses and organizations indirectly related to the church;
 - C. Departments or agencies of municipal government".
 - D. Other government agencies;
 - E. Community organizations formed for athletic, charitable, civic or educational purposes;
 - F. Private functions such as Wedding/Funeral/Shower receptions, etc.
1. The use of this facility shall NOT be granted for any purpose which is prohibited by law.
_____ (please initial)
 2. NO ALCOHOLIC BEVERAGES may be consumed on the property or inside the building of St. Paul Lutheran Church. _____ (please initial)
 3. St. Paul Lutheran Church reserves the right, on a case by case basis, to allow the use of its facility by a for-profit corporation or group, the fees for which, if permission is granted, shall be established by Council action, on a case by case basis.
_____ (please initial)

In the event the Parish Administrator deems advisable, any application may be submitted to the Church Council for action.

The Parish Administrator/Church Council may refuse to grant the use of the facility whenever there is good reason why permission should not be granted.

FEES and APPLICATIONS

Completed Building Use Request forms shall be submitted to the church office at least 7 days prior to the date(s) requested. Requests made with less notification may or may not be considered. Group/Individuals will be notified upon approval of request,

St. Paul Lutheran Church has set forth the following rental fee schedule for the use of the facility::

- *The rental fee for a period up to 4 hours is \$250.00;*
- *the rental fee for each additional hour is \$50.00.*

Please include set-up and clean-up time within the event period you are requesting. For example, if you are planning a party from 1-5PM, you should allow at least one hour of additional time. (This may include the use of the fellowship hall kitchen if you are preparing food.) Using this example, the rental fee would be \$250.00 for the first four hours plus \$50.00 (a minimum of one hour for set-up and clean-up); a total of \$300.00.

RULES GOVERNING THE USE OF CHURCH FACILITY & GROUNDS

1. Applications for the use of the church are available in the church office and must be completed in order to be considered for building use.
2. St. Paul Lutheran Church shall have full charge of the building and grounds.
3. All applications must be signed by the recognized leader of the group or organization, none of which shall receive any financial returns from the use of the facility.
4. The scheduling of the use of the facility will be administered by the Parish Administrator. The Parish Administrator will create and maintain a "Building Use Master Schedule/" Scheduling of the church premises which will be governed by the following guidelines:
 - a. Requests/Reservations for the use of the church premises will be accommodated and added only when they do not conflict with the existing "Building Use Master Schedule". These reservations will be added to the "Building Use Master Schedule" on a first come, first served basis.
 - b. The Parish Administrator will accept tentative requests/reservations for planning and calendar purposes. However, the dates of these events are to be considered tentative and may have to be changed due to conflicts, prior to being officially approved by the Parish Administrator/Church Council,
 - c. The Parish Administrator will offer alternative times and dates as options to competing activities in cases where there are conflicting requests, in the hope that a compromise can be reached.
 - d. Multiple groups will not be given the same space and time, but may be scheduled to utilize the facility in different capacities during the same time and date,
 - e. Groups/Individuals are expected to respect the privacy and space assigned to other groups/individuals utilizing the facility.
 - f. The Parish Administrator/Church Council may override any previously approved use of the facility in emergency situations.

16. All permission shall be revocable and a violation of one or more of these rules as stated above will be cause for cancellation of privileges.
17. Authorization to use any portion of the facility or property shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

The renter hereby acknowledges that St. Paul Lutheran Church, its agents, employees, officers and volunteers shall be held harmless for any and all injury, whether physical, monetary or otherwise, which may occur on St. Paul Lutheran Church property; including injury which may occur as a result of alleged negligence on the part of St. Paul Lutheran Church, its agents, employees, officers and volunteers. _____ (please initial)

Renter hereby waives his/her right to pursue St. Paul Lutheran Church, its agents, employees, offices and volunteers in any legal action in any forum. _____ (please initial)

Renter hereby agrees to assume financial responsibility for any and all damage to the property of St. Paul Lutheran Church caused during the rental period. St. Paul Lutheran Church shall notify the renter of any damage with twenty-four (24) hours of the conclusion of the rental period. Any payment due to St. Paul Lutheran Church as a result of damages to the property, which is in addition to the aforementioned rental fees, shall be remitted to St. Paul Lutheran Church within ten (10) business days of the conclusion of the rental period. Renter agrees that any and all reasonable attorney's fees and court costs incurred by St. Paul Lutheran Church in an effort to recover unpaid rental fees or unpaid reimbursement for damages caused during the rental period shall be the responsibility of the renter. _____ (please initial)

The terms and provisions of the *St. Paul Lutheran Church Building Use Request Form* are hereby incorporated into the substantive terms and provisions of this St. Paul Lutheran Church Building Use Policy and Agreement and renter hereby acknowledges said incorporation and agrees to be bound by the totality of the terms and provisions as contemplated herein. _____ (please initial)

This document contains the entire agreement of the parties listed and supersedes all prior written or oral agreements relating to the subject matter. By signing this agreement, the group/individual indicates that they have read, understand, and will abide by the Terms and Conditions set forth by St. Paul Lutheran Church with regards to the use of St. Paul's facility and /or property. _____ (please initial)

Signature of St. Paul Lutheran Church Parish Administrator

Date

Signature of Responsible Party

Date

Group/Individual Name - Please PRINT