

Lord of Life Lutheran Church

Policy for Facility and Equipment Use

Before any facilities or equipment may be approved and used, a thorough understanding of the responsibilities of all parties involved shall be determined, and acknowledged, by submitting a signed Building/ Equipment Use Request Form.

Applications for the use of church facilities will be considered according to the following guidelines:

1. Members for church related activities;
2. Other churches and Christian organizations;
3. Members for non-profit/community related activities,
4. Non-profit activities;
5. Non-members for church/ non-profit/community related activities.

Once approved the event shall be confirmed by placing it on the church calendar on a first come, first served basis. Church programming will preempt usage of the space. The Council will consider how the aims and goals of the using group support the Values, Mission and Vision of this congregation.

Keys: If users need a key to gain access to the building for their activity, please notify the Lord of Life Administrative Assistant and complete necessary Key Request Documentation.

The user will agree to assume full responsibility for the use and final condition of the facilities and equipment used. All used areas of the building shall be cleaned by the user and returned to the same or better condition than found and the user is responsible for their own set-up and take down. All furniture and equipment shall be returned to its original location or set up as indicated by the representative of Lord of Life.

All damages, injuries, and unusual incidents occurring during the use will be reported in writing by the user to the church office within 24 hours. Users agree to release all responsible authorities of these facilities from any and all liability arising out of use of facilities or equipment. Users of the building should restrict members of their group to the areas of the building noted on the application.

Due to wear and tear from transportation and use, tables, chairs and other equipment may not be borrowed by members or friends for use outside the church building. The only exception to this will be for church activities or outreach programs held in the homes of church members, or at designated locations, where additional tables and chairs may be needed.

Facility Use Costs: User fees help cover the cost of utilities and maintenance needs at Lord of Life Lutheran Church. The following user fee schedule can be used as a guide in determining the approximate user costs associated with using the church for your activities. *Any applicable fee(s) will be determined after reviewing the signed Building Use Agreement.*

	Classroom/Meeting Room	Sanctuary/Fellowship	Weddings
Members	Optional Donation	Optional Donation	** \$150 + Pastor Honorarium
Non-members	\$50/use	\$250+	** \$350 + Pastor Honorarium
Non-profits	Donation \$25/Use	Donation \$75+	

Applications for building usage shall be received by the Church at least ten (10) days prior to the event, and will be approved as soon as Church officials can review it. The decisions of Church officials regarding all building and equipment use shall be final.

Weddings

** Non-member weddings must be officiated by the pastor of Lord of Life Lutheran Church

** \$100 Non-Refundable deposit required to secure date on Lord of Life Lutheran Church calendar. The remaining balance must be received 30 days prior to wedding.

LORD OF LIFE LUTHERAN CHURCH
Building Use Agreement

ORGANIZATION/PERSON: _____ DATE: _____

ADDRESS _____

Member of Lord Of Life? YES NO If Yes, Name of Member _____

If request is for an indefinite period, it is understood that this agreement will be reviewed and approved annually.

Date(s) of use: _____ Time of use: _____ Size of Group: _____

Space desired & purpose of use: _____

Will you require use of Lord of Life equipment (audio, piano, internet)? _____

User Insurance Information

Insurance Company: _____ Policy # : _____

Effective Period of Policy: _____ Insurance Contact (Phone): _____

Group is responsible to inform the church of any changes to the contact assuming responsibility

Group Contact Person: _____

Address: _____

Telephone # (H) _____ (W) _____ Email: _____

Lord of Life is the Lord's house, dedicated to be a place of worship for the people of God. Therefore, we ask that all users of our building and grounds respect its sacred purpose.

The following conditions apply to the use of the building:

- Church programming may preempt usage of the space (i.e., funeral, youth lock in/overnight etc.)
- The user agrees to use the building only for the purpose and dates/times specified on this agreement.
- The user will only use the area(s) assigned by the church.
- All children must be supervised and kept within the space granted by this agreement.
- The user will provide any consumable materials needed: i.e. paper, pencils, chalk, etc.
- Inappropriate language or conduct will be considered a violation of this agreement.
- Weapons, drugs, alcohol, tobacco are strictly prohibited on Lord of Life property, inc. building, parking lot, grounds.
- No food or beverage in the sanctuary. Any food or beverage requires prior approval.
- The user will leave the assigned area(s) in the condition and configuration in which it was found.
- The user will report any damage in person to staff. Repair or replacement will be charged to the building user.
- The church may withdraw this agreement with a 30-day notice furnished to the contact person.
- ***I understand I must receive signed approval of this request before building use is authorized. Those using the facilities are expected to use utmost care in the use of facilities and agree to protect, indemnify and hold harmless Lord of Life Lutheran Church, its officers, clergy and members from any and all claims, liabilities, or damages directly or indirectly out of the use of the premises covered by this agreement. In the event that any of the above conditions are violated, Lord of Life reserves the right to immediately terminate this agreement.***

- **Signature of applicant/person accepting responsibility:** _____
- Return **signed form** via mail, in person, or electronically: Email to info@lordoffifemmn.org
- Our Administrative Assistant will follow up with you regarding questions or incomplete information.

For Lord of Life Council Use

Date received: _____	Application _____	(Approved)	(Refused)
Rental Fee: _____	Date to be paid: _____		
Room(s) assigned: _____	Date & time of use: _____		
Council Member Name: _____	Council Member Signature: _____		
Insurance follow-up required: (Yes) (No)	Key Sign Out Date _____	Key Return Date _____	
LOL Volunteer Assigned: _____	Fee Received: Date _____	Amount _____	