



Facility Use Agreement

Peace Evangelical Lutheran Church's primary purpose is to reflect God's light through love and service to our congregation, community, and world. 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 disciples 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.

Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved by Peace pastor(s), staff, or other designee. Our first priority is given to worship services, congregation programs, and discipleship needs. Priority is then given to nonprofit organizations.

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 or individuals 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 Evangelical Lutheran Church In America.

BASIC GUIDELINES

- Facility use not to exceed 4 hours (events exceeding 4 hours are encouraged to offer an additional donation of \$25/hour of use).
- Facility should be left in the same or better condition than found prior to the event.
- Overnight use is not allowed unless prior arrangements have been made with the church office, council, or pastoral staff.
- Peace Evangelical Lutheran Church is equipped with a fully licensed kitchen and should have a Peace disciple or staff member present when using the kitchen's cooking equipment. Food is allowed in the Fellowship Hall, Library, and Youth Room, but should be limited to those areas.
- Please see the following pages for other Facility Use Guidelines.
- **NEVER LEAVE THE FACILITY UNSECURED.** Prior to departure, ensure that the building is locked (all doors). If no one is present and you are not able to ensure proper locking of the facility, call (269) 686-6302 prior to departure. Leaving the facility unsecured will result in forfeiture of deposit.
- The Fellowship Hall cannot be used after 6:00 p.m. on Thursday or before 2:00 pm on Sunday, unless an exception is granted.

FACILITY USE GUIDELINES

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. **WORSHIP FURNISHINGS.** Church Paraments and other worship elements and furnishings will not be removed or altered by any user. Movement of other furniture in the building will only be allowed if the user receives permission from the Parish Administrator, Sexton, Pastor, or Council Representative.

4. **PIANO AND ORGAN (Other Instrument) USE.** Permission to use the piano, organ, and/or other musical equipment must be granted by the Pastor and Church Musician. The Piano and/or organ should not be moved except by permission from the Pastor 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. **SOUND SYSTEM/PROJECTION EQUIPMENT.** The sound/projection system is available for use upon request. The system must be operated by trained staff 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 buildings, including corridors and restrooms. Alcohol consumption is not allowed on the congregation property, including all buildings and outdoor areas.

7. **BUILDING SECURITY.** 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 and locking all windows and doors.

- Church hours are from 8:00 a.m. to 10:00 p.m. Groups must not be in the building prior to 8:00 a.m., nor after 10:00 p.m. without special permission. All activities will end by 10:00 p.m. on weeknights, and 7:00 p.m. on Saturdays for groups requiring custodial services (Unless special permission is given). N.B. Any function on Saturday evening requires immediate clean up and restoration of the space to orderly condition so that the facility is ready for Sunday Worship services.
- Key issue is contingent upon the approval of the Pastor, see Parish Administrator for details.
- Access to all specific areas of the facility will be determined to fit the specific needs of the user. All other areas will remain locked. No group is permitted to use the offices of We Care In the Name of Christ at any time without their permission.

8. **SUPERVISION OF CHILDREN AND YOUTH.** No fewer than two adults should be present at all times during any program or event involving children. 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 and should not be left alone.

DATE: INITIALS _____ Signature _____

KITCHEN USE GUIDELINES

1. Use of the Kitchen shall be in consultation with the Parish Administrator, Sexton, Pastor, or other Church Designee. Usage may require a church disciple or staff member to be present during the event or to instruct the user on proper use of the equipment.
2. Only people authorized by a staff member may use the dishwasher.
3. Use of the stoves or grill require that they be cleaned and left in the same condition they were found. The grill top on the stove is always warm; please do not place anything on the grill surface that will melt (i.e., plastic wrap, plastic trays, dishes, etc.). All controls are to be left in the OFF position when finished. Please also turn OFF the exhaust fan.
4. Grease from cooking should be placed in the garbage can, not down the sink drains.
5. Countertops need to be wiped down and dried after each use.
6. Sinks should be washed and rinsed. Any residue should be removed from the drain screen.
7. Everything should be returned to the place where it was found.
8. **Refrigerator Use:**
 - Spills in the refrigerator or freezer need to be wiped and cleaned.
 - Shelves must be cleaned prior to departure on the day of the event.
 - Date and label all food that will be kept in the refrigerator. Peace Lutheran Church is not responsible for other groups who use undated and labeled food.
 - Take all perishable food items with you after your event so they are not left in the refrigerator or kitchen.
9. **Coffee Maker Use:**
 - Be sure to turn off all burners and the two switches on both back sides of machine when you are finished.
 - Wash all coffee pots and carafes that were used.
 - Place all creamer and sugar containers in the cupboard to the right of the coffee maker.
 - Wipe and clean off the coffee maker and countertop.
10. **Dishwasher**
 - When finished using the dishwasher, please empty the standing water with the lever inside of the unit on the back right side. It is a half-moon shaped lever- lift it up and leave in up position so that the water will drain.
 - Please make sure the exhaust fan is turned OFF after use.
11. Please make sure that all personal dishes that do not belong to the church are marked. Those dishes should be placed on the cart by the door nearest the pantry for pickup within 30 days. Items left after 30 days will be discarded or become the property of Peace Lutheran Church.
12. Dish towels need to be laundered and returned to the church after use.

13. Equipment Usage – Off Church Premises

- White coffee carafes are not to be leant out.
- There is a sign-out sheet on the bulletin board by the stove for any equipment that is borrowed from the kitchen and taken off the church premises. Borrowed equipment should be returned within five (5) days.

I have read the Kitchen Guidelines and agree to comply with all of the rules stated herein.

DATE:

INITIALS _____ **Signature** _____

Printed Name: _____

**PEACE LUTHERAN CHURCH
Single Use Facility Information Form**

ORGANIZATION/NAME _____ ADDRESS _____

CONTACT PERSON _____

PHONE _____

DATE _____ HOURS: FROM _____ TO _____

EMAIL _____

EVENT INFO

Note: Events are limited to 4 hours or additional charges incur. Start time is the time the building is opened. End time is the time the building is vacated/locked.

Date: _____ Day of the Week: _____ Event Start Time/End Time: _____

Event Set-up Date: _____ Event Set-up Start Time/End Time: _____

Estimated Number of People: _____ Type of Event: _____

Specific Set Up Instructions/Needs: _____

Please Circle Requested Room(s) for Use:

Fellowship Hall Kitchen Youth Room Library Choir Room Sanctuary
Gathering Space

Fee Structure:

ROOM	MEMBER	NON-MEMBER FEE
Fellowship Hall	DONATION	\$250
Kitchen	DONATION	\$250
Library	DONATION	DONATION
Classrooms	DONATION	DONATION
SANCTUARY	NOT AVAILABLE WITHOUT APPROVAL FROM STAFF	

*Approved non-profit organizations when merchandise is sold, admission charged, donations solicited, or an offering taken for a concert or lecture may use the facility (Sanctuary or Fellowship Hall) for a \$50.00 custodial service fee.

CUSTODIAL FEE Members & Non-Members pay \$100, add \$50 for Kitchen use

INITIAL ROOM REQUEST

I have read and understand the terms and conditions as listed above.

My Donation/Fee will be \$ _____ Signature _____ Date _____

PASTOR & STAFF REVIEW/APPROVAL

Pastor Signature _____ Staff Signature _____ Date _____

My \$50.00 deposit has been made and I agree to pay the remainder 5 days prior to use. I recognize that if my fee is less than the deposit, I will be refunded the difference based on staff review of the facility after use.

Facility User Signature _____ **Date** _____

PEACE LUTHERAN CHURCH
Recurrent Program Facility Information Form

ORGANIZATION/NAME _____ ADDRESS _____

CONTACT PERSON _____

PHONE _____

EMAIL _____

EVENT INFO

Note: Start time is the time the building is opened. End time is the time the building is vacated/locked.

Date(s): _____ Day(s) of the Week: _____ Event Start Time/End Time: _____

Estimated Number of People: _____ Type of Event: _____

Please Circle Requested Room(s) for Use:

Fellowship Hall Kitchen Youth Room Library Choir Room Sanctuary

Gathering Space

Contributions/donations are gratefully accepted to defray the maintenance and climate control of the facility.

INITIAL ROOM REQUEST

I have read and understand the terms and conditions as listed above.

Signature _____ Date _____

PASTOR & STAFF REVIEW/APPROVAL

Pastor Signature _____ Staff Signature _____ Date _____

Facility User Signature _____ **Date** _____