

Ministry Center Use Policy

1. Two or more members of our Ministry Center Hospitality Hosts will be on site to welcome and assist you with the needs of your group. Premises shall be left in clean and orderly condition. It is appreciated if any safety concerns or damage discovered is reported immediately to the attending [REDACTED] LC Hosts. Any damage occurring during usage will be billed to the visiting group and they will be held responsible.
2. Lights, fans and temperature are automatic or pre-set. If you have needs regarding these items, please ask your [REDACTED] LC Hosts for assistance. Outside lights are automatic.
3. Please do not move materials or furniture other than your own from one room to another. Any changes from the standard room set up of tables and chairs are to be arranged in advance with the [REDACTED] LC staff for approval. Tape or tacks are not to be used on walls.
4. No equipment or supplies belonging to [REDACTED] LC are to be used unless prior approval has been received. If audio or video equipment is required in the Worship Center area, it must be operated only by [REDACTED] LC approved personnel.
5. Youth and children's groups must have suitable adult supervision. Only those persons who have provided [REDACTED] LC with a copy of a current background check for our files will be permitted as leaders or chaperones for minor children. Those in charge are to remain in the building until all members of the group have vacated the property.
6. SMOKING IS PROHIBITED EVERYWHERE IN THE BUILDING, and within 100 feet of the building. Those desiring to smoke may do so in the designated area to the rear of the building where an appropriate disposal container is provided.
7. Food and Beverages may be consumed in any of the rooms with the exception of the Worship Center. Only bottled water is permitted in this area if set up in theater style. Food and beverages may be served when the Worship Center is set up with tables and chairs.
8. Serving of Alcoholic Beverages is not permitted on the property, unless special exemption has been granted.
9. Any materials left behind must be claimed within one week or will be regarded as abandoned property.
10. Political advertising will not be displayed on [REDACTED] LC grounds.
11. No sales or promotion of goods or services is permitted without prior consent.
12. The [REDACTED] LC facilities and property shall not be used for any activity which violates city, county, state or federal law.
13. [REDACTED] facilities and property shall not be used for any activity which reflects doctrines, morals, or beliefs contrary to _____ Lutheran Church.
14. Leaders of groups using the facility on a regular basis are responsible for ensuring that the members of their group have been informed and comply with these guidelines for use of the building.

In the event that [REDACTED] LC should need the building for its own use during your designated time (example: Memorial Services or other ministry needs), you may be asked to relinquish your time for that occasion. For groups using the facility on a regular basis, future ministry needs may necessitate a re-arrangement of schedules, meeting rooms, etc.. We will make every attempt to provide ample time for groups to adjust their times and programs.

[REDACTED]
[REDACTED] [REDACTED]
Ministry Center Use Agreement

Event Date _____ Recurrence _____ From _____ To _____

Name: _____ LC Member Yes No

Mailing Address: _____ Registered not for profit Yes No

City, State, Zip: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Event Open to Public: Yes No Fund Raiser or For-Profit: Yes No

Number of People Expected _____ Food and/or Beverages Served: Yes No

Announced Start/Finish Time _____ Until _____

Check all requested rooms:

- | | |
|-------------------------------|--|
| ___ Room 101 Seating up to 10 | ___ Worship Center Theater Style Up to 300 |
| ___ Room 102 Seating up to 10 | ___ Worship Center Banquet Style Up to 195 |
| ___ Room 103 Seating up to 8 | ___ Fellowship Hall Seating Up to 75 |
| ___ Room 107 Seating up to 10 | ___ Rooms 201--202 Up to 40 |
| | ___ Room 203 Up to 20 |

(For Weddings, include rooms 101--102 for bridal dressing rooms)

Audio Visual

___ White Board ___ TV/VCR ___ AV ___ Other

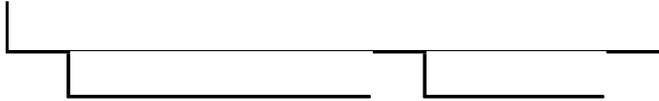
Custodial:

Usage requested for _____ hours @ \$ _____

Minimum Suggested Custodial Donation for 4 hours or less

Up to 100 persons	\$60	200--300 persons	\$100
100-- 200 persons	\$80	Additional hours	\$20/Hr

A \$50 Reservation Deposit and a \$250 Security Deposit must accompany request at least 2-4 weeks prior to event. Checks for custodial donation should be made out to the custodian. Amount will be refunded if unable to grant request or credited to fee amount. Cancellation is permitted up to one week before event and deposit will be returned. Later cancellation will result in forfeiture of the Reservation Deposit. Security Deposit will be refunded upon inspection of property following the event.



**Application for Use of _____ Ministry Center
Congregation Members (Personal Use)**

Name of Member: _____

Address: _____

Phone: _____

Describe Event

Date of Event: _____

Time of Event: Start _____ Finish _____

Number of Attendees Expected: _____

Describe seating arrangements desired (tables and chairs)

_____ is responsible for cost of any damages occurring during use of _____ Lutheran Church facilities. We also release _____ Lutheran Church from liability for any accident that occurs while using their facilities.

Signature of Person Responsible: _____

THIS SECTION FOR USE BY CHURCH

Date Application Received: _____

Reservation Deposit Received: _____ (Date)

Security Deposit Received: _____ (Date)

Donations Received: To Church _____ To Custodian: _____ Other: _____

Date Approved: _____ Date and Amount of Donations Received: _____

Special Conditions: _____



**Application for Use of [Redacted] LC Ministry Center
Non-[Redacted] LC Organizations**

Name of Organization: _____

Address: _____ Phone _____

Responsible Individual: _____ Phone _____

Describe the Event

Date: _____ Start Time: _____ Finish Time: _____

Number of Attendees Expected _____

Describe seating arrangement (tables and chairs)

_____ is responsible for cost of any damages occurring during use of [Redacted] Lutheran Church facilities. We also release [Redacted] Lutheran Church from liability for any accident that occurs while using their facilities.

Signature of Responsible Person _____

THIS SECTION FOR USE BY CHURCH

Date Received _____

Donation to Church: _____ Donation to Custodian: _____ Other: _____

Date Approved: _____

Date Donations Received: _____

Special Conditions: _____

