

Bethesda Lutheran Church Facility Use Agreement

Policy Statement

Bethesda Lutheran Church's primary purpose is to carry on the mission and ministry of the congregation. It has desire to serve as an outreach to the community and has a number of long-standing relationships with partnering groups. The congregation is happy to have members, regular attenders, and regular participants share our facilities. This agreement seeks to be keeping within standards of fellow ELCA congregations.

So that all may enjoy our facility, we ask that you review this guide, sign and return the Facility Use Agreement. Please remember that your signature on this agreement constitutes responsibility for the attendees of your function as well as any third parties you might engage to service your function. No commitment for use is finalized until the Facility Use Agreement has been returned and the damage deposit and custodial fee have been received. No deposit will be returned until key(s) is(are) turned in. Key(s) will be available to the user for their use only. A fee of \$250 will be charged for the loss of each key.

Bethesda Lutheran Church reserves the right to pre-empt this agreement at any time due to ministry activities and needs such as funerals. Notice will be provided as early as possible.

Other areas in the building may be scheduled for other purposes at the same time.

Bethesda Lutheran Church may not be sub-leased by user(s) for any reason.

Bethesda Lutheran Church assumes no responsibility for the use of the building and facilities by the user(s) and has no liability to the user(s) for such use. The user(s) agrees to indemnify and hold Bethesda Lutheran Church harmless from all third party claims, liability, or damages out of such.

Regulations

All persons applying for the use of the facility must be at least 21 years of age.

A member of the church, regular attender, or regular participant is required to be on the premises at all times during the event.

Smoking anywhere indoors is prohibited at all times. Smoking is allowed outside and a receptacle may be found outside the main doors.

The use of alcoholic beverages on the premises is prohibited.

No pets are allowed on the property or in the building.

Gambling on the premises is prohibited.

Bethesda Lutheran Church musical instruments, including but not limited to the piano and keyboard in the sanctuary, sound systems or computer equipment may not be used for any purpose without written permission.

Nothing may be attached to the walls, ceilings, or floors that might damage same. All decorations must be removed.

Maximum occupancy of the fellowship hall is _____. You must not exceed this number in order to comply with fire regulations.

Bethesda Lutheran Church seeks to provide a safe environment for children and youth. Adult supervision is required at all times both inside and outside the church property including the parking lot. A ratio of one adult per 10 youth under the age of 18. The sponsoring adult must be present at all times.

Users are responsible for:

Any loss or damage to the premises by their helpers, hired staff, other service providers and their guests.

The conduct of their helpers, hired staff, other service providers and their guests on the premises prior, during, and following the event.

The proper handling of all equipment and furnishings.

The prompt departure of all participants leaving the event.

Damages

The damage deposit is fully refundable if the event takes place and the facility is returned in the same condition as received and corresponding key(s) are returned. Arrangements to pick up and drop off keys are to be made prior to the event.

Damage to the church property caused by the user, any contractor, or any employee of the user, or any person attending the event for which the church was used, will be charged to the user with use of the damage deposit first toward repairs.

Bethesda Lutheran Church is not responsible for any personal possessions belonging to renters or those attending events sponsored by them. Please do not leave valuables unattended.

Users are required to remain in areas specified in the agreement and are responsible for keeping group participants confined to those areas with the exception of the restrooms.

Cleaning/Clean-up

At the conclusion of your event, upon leaving the building, you must make certain that

- Garbage and trash are disposed of properly in the trash bins alongside the back Side of the church. Please separate recyclables. If trash exceeds that which may Be held by the church's bins, the renter must remove it from the premises.

- The building is returned to its condition before the event including the Arrangement of tables and chairs.

- All tables, chairs, counters, and appliances are wiped down.

- Remove all decorations and other party materials.

- All lights and appliances are off.

- All windows are closed and locked.

- All doors are locked.

Failure to comply with any of these provisions will result in an additional \$50.00 cleaning fee.

Use of the Kitchen

If serving the public, food must be prepared on Bethesda Lutheran Church's premises or catered by a licensed and insured individual or company. If using a caterer, copies of the license and Certificate of Insurance must be given to the office prior to the event.

It is requested that you provide your own coffee, food, and paper supplies.

Following the event, kitchen cleaning shall include:

- Coffee grounds are disposed of in the trash, not left in the sink
- All dishes or other kitchen items are washed, dried, and put away
- If the dishwasher is used, all steps for "start-up" and "shut-down" are followed
- All food items left on the premises will be disposed of
- Serving dishes left in the kitchen more than 1 week will be donated to charity

In an emergency, please contact the following:

- 1) 911 if necessary
- 2) Bobbie McCorison 218-461-5823
- 3) Lynn Beatty 218-591-7519

Fees

--Security deposit required - refundable	\$250.00
--Custodial fee required - non-refundable	\$50.00*
--Fellowship hall and kitchen	<u>Donation welcome</u>
--Additional custodial fee	\$50.00**
--Lost key charge	\$250 per key

*Cleaning of bathrooms and making sure everything is ready for Sunday worship and ministry programs. In cases of financial hardship, please see pastor or church secretary for exception to policy.

**Will apply if additional clean-up is needed

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Confirmation and Signature:

I have read and understand this agreement and as the person taking responsibility for the Bethesda Lutheran Church facilities agree to the terms and conditions.

Name _____ Date _____

Email _____ Phone _____

Event to be held _____

Access to property will begin (date/time) _____ end (date/time) _____

The church member(s) named below agrees to be present during the entire period of building use for the above purposes.

- 1) Name/Phone _____
- 2) Name/Phone _____
- 3) _____

Please return a signed copy of the agreement with your deposit to:

Bethesda Lutheran Church
Attention: Office Secretary
204 5th Street N
Carlton, MN 55718
bethesda55718@msn.com

OFFICE USE ONLY

Deposit received _____
Key picked up _____
Custodial fee received _____
Donation received _____

Deposit returned _____
Key returned _____
Add'l custodial fee received _____