

Bethesda Lutheran Church

Facility Use Agreement

Policy Statement:

So that all may enjoy our facility, we ask that you review this guide and 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 the key(s) is/are turned in. Key(s) will be available to the host of the function and is for their use only.

Bethesda Lutheran Church reserves the right to preempt 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 host for any reason*****

Bethesda Lutheran Church assumes no responsibility for the use of the building and facilities by the host and has no liability to the host for such use. The host agrees to indemnify and hold Bethesda Lutheran Church harmless from all third-party claims or damages of any kind.

Regulations:

- All persons applying for the use of the facility must be at least 21 years of age.
- The host of the event must be on premises for the duration of the event.
- Smoking anywhere indoors is prohibited at all times. Smoking is allowed outside ONLY. A receptacle may be found outside the main doors.
- No animals are allowed on the property or in the building {Registered Service Animals permitted}.
- 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 cause damage. All decorations must be removed at the conclusion of the event.
- 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 18} is required.. The sponsoring adult(s) must be present at all times.
- The host is responsible for any losses or damages to the premises by their assistants, hired staff, other service providers, and their guests.
- The host is responsible for the conduct of their assistants, hired staff, other service providers, and guests on the premises prior, during, and following the event.
- The host is responsible for the proper handling of all equipment and furnishings as well as the proper departure of all participants leaving the event.

Damages:

The security deposit is fully refundable if the facility is returned in the same condition as received and all corresponding keys have been returned. Arrangements to pick up/drop off keys are to be made prior to the event.

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- Damage to the church property caused by the host, their assistants, hired staff, other service providers, guests, or any person attending the event for which the church was used, will be charged to the host with the use of the damage deposit, first.
- Bethesda Lutheran Church is not responsible for any personal possessions belonging to the host or those working, assisting with, or attending the event. Please do not leave valuables unattended.
- The host, their assistants, hired staff, other service providers, and guests are required to remain in areas specified in the agreement. Host is responsible for keeping attendees within those areas with the exception of the restrooms.

Cleaning:

At the conclusion of your event, prior to leaving, the host must make sure of the following:

- Garbage and trash are disposed of properly in the trash bins alongside the back of the church. Please Separate recyclables. If trash exceeds that which may be held by the church's bins, the host must remove it from the premises.
- The building is returned to the condition it was prior to the event. Including the arrangements of tables and chairs.
- Decorations and other materials from the event are removed.
- All lights and appliances are off.
- All windows are closed and locked.
- All doors are locked.

Use of 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 a caterer is used, 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 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 for more than 1 week will be donated to charity.

Contacts:

In a non-medical emergency, please contact the following:

1. In the event of a medical emergency, please call 911
2. Lynn Beatty 218-591-7519
3. Pastor Seth Wynands 424-337-0350

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Fees:

Security Deposit (refundable) \$250.00

Suggested Donation \$100.00

*Deposit is refundable provided that the host adheres to the Facility Use Agreement, meaning there is no damage to the property, and it is left as it was found, the cleaning has been completed, and the key has been returned. The fee for a missing key is \$250.00

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

Bethesda Lutheran Church
Attn: Church Administrator
204 5th Street North
P.O. Box 210
Carlton, MN 55718

Confirmation and Signature:

I have read and understand this agreement. As the host of the event, I am taking responsibility for Bethesda Lutheran Church's facilities and agree to the terms and conditions presented to me.

Host Name: _____

Date: _____

Email: _____

Phone: _____

Event to be held: _____

Spaces/Facilities in use:

Sanctuary

Basement Space

Kitchen

Fellowship Hall

Access to property will begin (Date/Time): _____ and end (Date/Time): _____

The host/hosts below agrees/agree to be present during the entire period of building use for the above purposes:

Name/Phone: _____

Name/Phone: _____

Name/Phone: _____

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Office Use Only

- _____ Deposit Received
- _____ Key Picked Up
- _____ Donation Received
- _____ Key Returned
- _____ Deposit Returned
- _____ Deposit Not Returned/Why?