

# Faith Lutheran Church

## Facility Use Policy Manual and Forms

Faith Lutheran Church  
10395 University Avenue  
Clive, Iowa 50325

# Facility Use Policy Manual and Forms

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# WELCOME TO FAITH

## GENERAL GUIDELINES FOR USE OF FACILITIES

Our goal is to welcome others as we would welcome Christ. The building and facilities of Faith Lutheran Church are available for the worship, programs, and activities of the congregation and the larger church, for non-profit groups both affiliated and not affiliated with the church, and for personal and family functions of Faith's members. We aim to treat all who walk through our doors as honored guests in God's house.

### **Criteria to Determine Facility Use:**

- Activity fits with who we are and what we believe
- Space availability
- How use impacts other programs
- Evaluation of safety/legal issues
- Group demonstrates and understands respect for the facilities and property

# Facility Eligibility Guidelines

*The facilities and equipment of Faith Lutheran Church (hereinafter referred to as FLC) exist as an instrument of Christ's mission, and for the primary purpose of supporting the ministries of FLC and its members.*

1. A Facility Request Form must be completed for all groups requesting facility use at any time.
2. Facilities are not available to for-profit making activities, including small businesses. Church ministries may, from time to time, partner with individuals from such organizations for mission support purposes.
3. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
4. Certificate of Liability and Property Damage insurance coverage naming FLC of Clive as an "additional insured" MUST be on file with FLC prior to the date of the event for all outside groups for the purpose of covering liability and property damage or accidents that might occur on church property. If your organization does not carry insurance, please communicate this clearly on the Facility Request form (see "Insurance" below)
5. Guidelines regarding minors and provide for the minimum ratio of adults to minors as appropriate for the age group.

## Priority of Use Is as Follows:

1. Recognized Groups Within the Church:
  - a. Church services - (i.e. worship services, Sunday school, funerals, weddings)
  - b. Scheduled church activities for spiritual growth, administration, (i.e. committee meetings, Adult Education, Youth Group, women's circles, men's groups, musical groups)
  - c. Events supporting the mission and work of the ELCA- (i.e. regional gatherings, Tri-Synodical Conference)
  - d. Scheduled church activities for fellowship and/or service- (i.e. Faith Feast, group lunches, fundraisers)
2. Outside, Non-Profit Individuals and Groups with Ongoing Relationships with the Church (and in keeping with FLC's mission and the facility use guidelines). This may include but not limited to: Scouts meetings and events, AA meetings, etc.)
3. Church Members' Individual Parties and Special Events including but not limited to Birthday, Graduation and Anniversary parties for members and other informal church member requests (family reunions, etc.)
4. Other meetings and/or events.

In no case are any of the above-mentioned groups "automatically reserved" space and/or guaranteed use of the church facility. Reservation policies are explained below. This section ("Priority of Use") is to serve as a guideline and is included here for informational purposes only. All reservation requests are approved or disapproved according to the discretion of the Director of Administration and Communications, in consultation with the Church Council and/or the Senior Pastor as needed.

# Reservations

**A Facility Request Form must be completed by all groups and submitted to the Director of Administration and Communications at least four (4) weeks in advance of the activity.**

PLEASE NOTE THE FOLLOWING VERY IMPORTANT INFORMATION:

- Speaking with the Director of Administration and Communications and filing a Facility Request Form does **NOT** constitute a reservation. The Church Council may review facility use requests and can approve them or disapprove them based on the previously stated criteria and availability.
- The Council meets the second week of each month, so please make your request by the first of the month prior to your event. Under no circumstances should you send out invitations before you have received confirmation that your request has been approved.
- The Director of Administration and Communications, will be available, upon request, to meet with the user when a request has been approved to review conditions of use, the expectations and needs for the event, and to confirm schedules for room set-up and clean-up as needed. Any questions during the application process can be directed to the Director of Administration and Communications. The church staff may request an in-person meeting with the user at a mutually agreeable time.
- A bill detailing fees for facility usage, custodial and/or technical service, and other financial commitments necessary for the event will be given to the user upon approval of the request.
- Any organization or event charging a fee to attend will need to specify admission costs as part of their application for facility use.
- Facility Request Forms expire on July 1 of each year for ongoing activities. If an organization plans to meet at FLC after July 1 of their current program year or to resume meetings in the fall, a new form must be on file and approved.
- FLC reserves the right to make changes to any/all schedules in order to accommodate church ministry or unforeseen events (such as the death of a member). This includes any contractual agreements for any group. The church may adjust or waive any/all charges on an individual basis at the discretion of the Senior Pastor and/or the Church Council.
- After the event is approved, you will receive a confirmation email and a signed copy of the agreement form from the Director of Administration and Communications.

# Use of the Facility

- No alcoholic beverages may be consumed on church property, including parking areas, unless special request is granted by the Council.
- Smoking is not permitted in the building or on church property.
- Doors must not be propped open unless loading or unloading.
- Gambling activities (i.e. lotteries, raffles, or games of chance) are not permitted unless licensed by the appropriate authority and approved by the Church Council.
- Candles, incense, or other open-flame devices are not permitted in public buildings except in the observance of a religious service. Contact the church office for permission to use candles.
- No sale of merchandise or other activities for fund-raising purposes will be permitted.
- Blue painter's tape, sticky tack and command hooks are the only approved adhesive to be used to attached items to the wall or floor. All items must be removed after each event. Any item found improperly displayed will be removed and any damage to the above will be charged to the appropriate group.
- No food or beverage is allowed in the Sanctuary. Use of the Sanctuary will be reserved for acts of Christian worship and practice, subject to the discretion of the Senior Pastor.
- Groups will be responsible for any damage to church facilities or property caused by misuse, negligence, or carelessness.
- Musical instrument use is restricted, and requests for use should be made through the Director of Music Ministries. Unauthorized use may result in loss of building use privileges and/or fines for restoration and maintenance.
- If any Audio/Visual or Sound equipment is requested for use - even use of the sanctuary sound system - this must be included on your Facility Request Form. Only individuals trained on A/V and Sound equipment at FLC will be permitted to operate and handle equipment and systems. The operating fee for FLC sound systems is \$25/hour. Unauthorized use or access to FLC sound or video equipment may result in fines and/or prohibition from future facility use. Any groups using A/V equipment with permission assume liability for costs of repair/replacement in the event of damage or if returned in non-working condition.
- When children attend an event, they must be under adult supervision at all times. They are not permitted to roam freely on church property.
- Rental or use of church rooms does NOT imply permission to use the nursery and/or Sunday School rooms for children. These rooms are also governed by Facility Request Forms. A cleaning fee (vacuuming, sanitizing, room prep, etc.) will be assessed to the responsible party if childcare facilities are used without authorization.
- In all cases, groups must vacate the facility by 10:00 p.m.
- For questions specific to weddings, please see FLC's "Wedding Manual," available in the church office. All requests for funerals will be handled through the Senior Pastor and the church office.
- Please be aware that events, even recurring ones, may be rescheduled at the discretion of the Director of Administration and Communications in order to accommodate Christian worship on Ash Wednesday, Christmas Eve, Holy Week, as well as for funerals or large church events like the Silent Auction, Children's Musical.

# Insurance

Organizations will be required to provide a Certificate of Insurance to FLC showing liability coverage of not less than a million dollars and FLC added as an “additional insured.” FLC and/or its employees shall not be responsible for damage or loss of property on FLC premises sustained by applicant, a participant in a program, or anyone attending any program or event held on church property. By submitting the Facility Request Form, the applicant (“organization”) shall indemnify and hold FLC harmless from any claims or damages arising from its use.

## Facility Use Checklist

- Please turn out lights and turn off appliances (fans, coffee maker) when you are finished.
- Tables, chairs, and/or other furnishings used are to be returned to their original places.
- Any debris on floor or tables must be cleared away and rooms used left in good condition.
- Any material used must be replaced in its proper storage area (if you have one assigned) or taken with you.
- Restrooms are to be left clean.
- Should there be a spill, please clean floor immediately. Tile floors should be wiped up of any liquids or food. Carpeted floors should be blotted with water-soaked paper towels and dried with paper towels. Please notify the Custodian of the location of the spill so it can be given immediate attention. If it is after hours, please leave a note on the door to the church office explaining the situation. Liquids and/or food are not permitted in the sanctuary.
- Groups meeting outdoors are responsible for keeping the grounds clean and free of trash, bottles, containers, and papers.
- Garbage must be disposed of by removing it from the Church property or collecting it in garbage bags (available from the custodian). Bags should be tied off and placed in the bins on the north east side of the building parking lot.

# Event Staffing

*Event duration is defined as the time between the arrival of the first person and the last person's exit.*

The church is open Monday - Thursday from 8:30 a.m. to 4:30 p.m. and Friday from 8:30 a.m. to noon.

The Church custodian is on duty for regular hours Monday - Friday between 8 a.m. – 3:30 p.m. They will be able to assist with some set-up needs and/or cleanup during these hours for church-related events. Please make your set-up and cleanup needs known when you make your building use request. If a church-related event requires more than thirty minutes of the custodian's time, a custodial services fee may be applied. Additionally, non-church events which require set-up and/or cleanup from the custodian will be charged a fee for custodial services.

Some events may require an FLC host to be present. Fees will be determined at the time of the request approval.

Most Friday evening or Saturday events will necessitate the services of a custodian for at least one (1) hour in addition to event duration in order that the facility can be prepared for Sunday events. Fees will be determined at the time of request approval.

The assigned staff member or custodian will serve as the church's representative should questions or needs arise during the event.



# Fees

A detailed list of fees and instructions for payment will be presented to the user at the time of request approval. All fees will be paid by the user two (2) weeks prior to the event. Reservations may be cancelled for non-payment with or without notice.

Some events, particularly those involving 50 or more people, will be provided a host who will open and close the facility and be available for questions and assistance for the duration of the event. Hosts will be paid \$20-25 per hour for event duration based on duties.

Users not requiring the services of a custodian or host will be responsible for set-up and clean-up. Users should strive to leave the facility in the condition it was found in, if not better.

Generally, there are no facility use fees for the following events: Church events and meetings; Family functions for members (anniversaries, reunions, etc.).

**The following is a schedule of fees subject to waiver or adjustment by Director of Administration and Communications.**

<b>Location</b>	<b>Members</b>	<b>Non-Members</b>
Sanctuary	\$0.00	\$150.00 per day
Classrooms	\$0.00	\$25.00 per day
St. Michael's Hall	\$0.00	\$150.00 per day
Kitchen	\$0.00	\$75.00 per day
Sound System Operator	\$25.00 per hour	\$25.00 per hour
Event Host	\$20.00 per hour	\$25.00 per hour
Custodial Services (event duration including cleaning after group departure)	\$20.00 per hour	\$25.00 per hour

The Director of Administration and Communications, Church Council, and the Senior Pastor are authorized to use discretionary judgment in making final determinations as to facility usage and fees in any and all cases. Fees will be finalized once the request is approved.

**Weddings** - Please see The Wedding Manual and the Wedding Fee Schedule for specific information about marriage services.

**Funerals and Memorial Services** - Arrangements for Funeral Services will be handled through the church office. Please note that Saturday services and/or receptions may incur a custodial charge.

# Facility Request Form

Faith Lutheran Church  
 10395 University Ave., Clive, IA 50325  
 Phone (515) 225-8334 / Fax (515) 225-8758  
 E-mail: [office@faithlc.org](mailto:office@faithlc.org)

For Office: Date Form Received		<b>In making this application, I certify that I have read, and agree to be in compliance with, the facility use policies of FLC.</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>FACILITY Requested</b> (check all applicable):
___ / ___ /20___							
EVENT DATE:	Month	Date	Year	Time In	Time Out	<input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Sanctuary <input type="checkbox"/> Classroom(s) <input type="checkbox"/> Room 207 <input type="checkbox"/> Nursery <input type="checkbox"/> Other <input type="checkbox"/> _____ <input type="checkbox"/> _____	
REPEATING DATE PATTERN:	DAY of WEEK:		WEEK of MONTH:				
	<input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED	<input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd	<input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> Last	<input type="checkbox"/> Every other week <input type="checkbox"/> Every other month <input type="checkbox"/> One Time Only <input type="checkbox"/> Ongoing		
Organization and/or Contact Name:							
Event Supervisor/Responsible Party							
Responsible Party Phone Number					Cell Phone/Work Phone		
Responsible Party Email Address					Member of FLC?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Responsible Party Street Address							
Activity Planned:							
Expected Attendance:					Admission Charge or Fees, if any:		
<b>Request Type (for more information, see p. 4 of Facility Use Policy):</b>							
<input type="checkbox"/> Recognized Groups Within the Church <input type="checkbox"/> Individual Parties and Special Events for Church Members <input type="checkbox"/> Outside, Non-Profit Individuals and Groups with Ongoing Relationships with the Church <input type="checkbox"/> Individual Parties and Special Events with a church member sponsor <input type="checkbox"/> Other meetings and/or events							
Number of Tables needed				Appliances to be used in the kitchen (if applicable):			
Special Set-up Instructions							
Audio/Visual Requests							

Is your group/event insured for liability of at least \$1 million?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is FLC named as an "additional insured" on this policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>In making this application, I certify that I have read, and agree to be in compliance with, the facility use policies of FLC.</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Event Supervisor (Responsible Party)				<input type="checkbox"/>
Signature of Event Supervisor (Responsible Party)		Date	___/___/20__	

**Reminder: This form expires on July 1<sup>st</sup> of the current year, at which point you must resubmit this form. Please attach insurance forms (if applicable) and the Indemnity Form included in the Policy Manual.**

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FOR Office USE		Date of Action	___/___/20__
Action	Comment	Fees	
Approved		Building/Facility \$ _____	
Denied		Custodial \$ _____	
Postponed		Other \$ _____	
Request Approved By			

# Indemnity, Hold Harmless, And Insurance Agreement

**Indemnity, Hold Harmless, and Insurance Agreement** dated as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (“User”) in favor of FLC OF CLIVE, IOWA (“Church”).

## PREMISES:

### WHEREAS:

User has requested that it be allowed to use a portion of the property located at 10395 University Avenue, Clive, Iowa 50325 (“Property”) as more fully set forth in the *Facility Request Form* submitted by User to the Church (“Proposed Use”); and

Church, reserving the right to condition use in any way it sees fit and to cancel use at any time, has agreed to said request on the condition that User agree to the terms and conditions set forth below.

NOW THEREFORE, in consideration of these premises and for other good and valid consideration, the receipt of which is hereby acknowledged, the User agrees as follows:

1. **Use of Property.** User has inspected the Property and has determined that it is suitable for the Proposed Use. In making that determination, User has not relied on any representations or warranties of Church or its members, employees, tenants, or any persons having an ownership or other interest in the Property. User accepts the Property “AS IS WHERE IS.”

2. **User’s Indemnity, Defense, and Hold Harmless Obligations.** User assumes full liability for any and all claims and damages arising out or in connection with User’s use of the Property or the use of the Property by any persons allowed or invited on the Property by User. User shall to the fullest extent permitted by law defend, indemnify, and hold harmless Church and its members, guests, employees, tenants, and any persons having an ownership or other interest in the Property from and against any and all alleged or actual claims, losses, suits and damages (including attorney’s fees and legal expenses) arising out of or in any way connected with such alleged or actual claims, losses, suits or damages. This provision shall survive the Church’s withdrawal of permission to use the Property and User’s discontinuance of use of the Property.

3. **User’s Insurance Obligations.** As a condition of its use of the Property, User shall name Church and its members, employees, tenants, and any persons having an ownership or other interest in the Property as additional insureds under a liability insurance policy containing terms and conditions acceptable to Church in its sole discretion. Policies required hereunder shall contain a provision that the insurance will not be canceled, materially changed, or not renewed without at least thirty (30) days’ advance written notice to FLC, c/o Business Administrator, 10395 University Ave., Clive, Iowa 50325.