

DATE:

BETHANY LUTHERAN CHURCH **Facility Use Agreement**

Bethany Lutheran Church's primary purpose is to carry out the mission and ministry of the congregation. 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 members 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 BLC pastor(s) and staff. Member fees apply for members using the facility who are present at the event. Members requesting facility use must be present at the event to qualify for the member discount.

Our first priority is to congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by our church and finally to other 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 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 ELCA.

BASIC GUIDELINES

- Facility use not to exceed 4 hours (events exceeding 4 hours will be charged an additional \$25/hour of use).
- Leave facility as you found it.
- Alcohol and tobacco use are not permitted.
- Overnight use is not allowed.
- Events with cooked foods must reserve the ARC & Kitchen areas on the main level. Snacks and beverages are allowed in other rooms.
- **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 (219) 363-8060 prior to departure. Leaving the facility unsecured will result in forfeiture of deposit.
- **The facility cannot be used after 1:00 pm on Saturday or before 2:00 pm on Sunday, unless an exception is granted.**

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STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Facility Use Agreement and Release Form from the church office or at our website: www.bethanylaporte.org
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Facility Use Agreement and Release Form to the church office and you will be notified whether your request is approved or not approved.
4. When your request is approved, pay the security deposit (\$50). **Facility use is not confirmed until the security deposit has been made.** The security deposit is refunded or applied to your facility use fee after inspection by the staff after use. Charges may be assessed if additional cleaning is necessary. Determination of additional charges will be at the sole discretion of Bethany staff.

FEES FOR FACILITY USAGE (rental includes use of restrooms)

ROOM	MEMBER DONATION	NON-MEMBER FEE	NOTES
ARC (MAIN LEVEL)	\$100	\$200	KITCHEN&ATRIUM INCLUDED
FIRESIDE ROOM (UPPER LEVEL)	\$30	\$60	KITCHEN USE NOT INCLUDED
CONFERENCE ROOM (MAIN LEVEL)	\$25	\$50	KITCHEN USE NOT INCLUDED
CARE ROOM (LOWER LEVEL)	\$30	\$60	KITCHEN USE NOT INCLUDED
SANCTUARY	NOT AVAILABLE FOR RENT		
CUSTODIAL FEE (UNDER 50 PEOPLE)	\$25	\$30	NON-NEGOTIABLE
CUSTODIAL FEE (OVER 50 PEOPLE)	\$45	\$50	NON-NEGOTIABLE
CUSTODIAL FEE (OVER 100 PEOPLE)	\$60	\$70	NON-NEGOTIABLE

NOTE: FUNCTIONS AND MEETINGS OF BETHANY LUTHERAN CHURCH COMMITTEES, TEAMS, OR GROUPS ARE NOT CHARGED FACILITY USE FEES. (I.E., BIBLE STUDIES, CHURCH FUNDRAISERS & EVENTS, ETC.) WEDDING FEES ARE FOUND IN THE WEDDING INFO PACKET AND ARE FULLY INCLUSIVE OF ALL FACILITY USE AS WELL AS PASTOR, CUSTODIAN, ORGANIST, COORDINATOR, ADMINISTRATOR AND BULLETIN FEES.

NON-PROFIT ORGANIZATIONS MAY APPLY FOR A DISCOUNT. REQUESTS WILL BE REVIEWED ON AN INDIVIDUAL BASIS BY BLC STAFF. MEMBERS EXPERIENCING FINANCIAL HARDSHIP MAY ALSO REQUEST A SPECIAL REVIEW FOR A DISCOUNTED RATE.

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RULES AND REGULATIONS

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. **KITCHEN RULES.** The kitchen must be left clean and orderly after use.
Church supplies are not to be used except by church sponsored activities. Garbage and trash must be bagged and disposed of in the dumpster in the main parking lot. Failure to comply will result in forfeiture of the security deposit.
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 Organist. 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. **ARC SOUND SYSTEM/PROJECTION.** 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. **There is an additional \$40 charge for use of sound/projection equipment.**
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 USE.** 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 all windows. BE responsible for ensuring that the facility is secure. If you need to reach a staff member, contact Carey Garwood at 219-363-8060.
9. **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.

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10. **FOOD AND DRINK.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
11. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.
12. **EMERGENCY SCHEDULING CONFLICTS.** The congregation reserves the right to pre-empt any facility use agreement for its own use in cases of emergencies, such as funerals. Notice will be provided as early as possible.
13. **STORAGE.** Storage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
14. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved. These costs will be deducted from the security deposit.
15. **SECURITY.** The congregation works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. The congregation is not responsible for theft or damage to personal property.
16. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Bethany Lutheran Church Staff shall decide the matter and all individuals and groups shall abide by the directions of the BLC Staff or forfeit the use of any part of the facility **immediately**.

Bethany Lutheran Church
102 G Street
LaPorte, IN 46350
219-362-3312
contact@bethanylaporte.org

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**BETHANY LUTHERAN CHURCH
Facility Use Agreement 2011**

Name/Organization: _____ Email & Phone: _____

Check Here if you are a Non-Profit or Member in Need Requesting a Discount: _____
Further explain your need on the back of this form.

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. Weddings Must Use Wedding Forms/Info. Fees

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

Estimated Number of People: _____ Type of Event: _____

Specific Set Up Instructions/Needs: _____

Please Circle Requested Room for Use (Circle as Either Member or Non-Member)

ROOM	MEMBER DONATION	NON-MEMBER FEE	NOTES
ARC (MAIN LEVEL)	\$100	\$200	KITCHEN&ATRIUM INCLUDED
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Need for ARC A/V Equipment or Projections @ \$50 Charge: YES NO (circle) (BLC STAFF PRESENT)

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 Renter Signature _____ Date _____

Confirmation of Deposit Receipt

Receiving Staff Member Signature _____ Date _____

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