

Facility & Equipment Usage Policy

1. Qualifying for exemption from room fees:

*Confirmed, contributing, and communing church members

* Occasional use by non-profit organizations such as other churches, charitable services, and other not for profit organizations which do not charge admission fees as deemed acceptable by the Church Council

2. Applications must be completed and returned to the Facilities and Events Chair at least seven days prior to the date of the scheduled activity. Facilities and equipment are available on a first come, first served basis. After acceptance, a duplicate copy of the application signed by the Facilities and Event Chair or his or her designee will be returned to the applicant and will be considered approved for usage of the facility and/or property.

3. Gloria Dei Lutheran Church reserves the right to cancel any scheduled use of the facility or property for any reason.

4. The Person in Charge is responsible for all food preparation, cleanup and organization of chairs, tables, and equipment at the conclusion of the event.

5. All events must conclude by 11:00 p.m.

6. The Church is not responsible for any items left in the building prior to or after the event.

7. Fundraising events, alcohol (*see policy*), and/or other drugs are strictly forbidden on church property.

8. Smoking is not allowed in any room in the building or on the grounds.

9. Youth organizations using the facilities must provide a minimum of one adult, 21 years or older, for each ten children/youth present. The name, address, and phone number of the responsible adult leader must be on file in the church office.

10. The Facilities and Events Chair must be notified of any change of date, time, or cancellation of the event.

Alcohol Usage Policy

Alcohol will not be permitted in the church or on church property except during Communion, the Seder Supper, and the annual Dinner Theater. Alcohol will be used responsibly at these events and will be supervised by church personnel. In addition, single servings for toasts at weddings or funerals may be allowed with prior council consent.

Gloria Dei asks that hosts of any social function that is church related, but held outside the church building, be sensitive to the beliefs and needs of those attending the function by responsible use of alcoholic beverages. Announcements for such events should include the type of event and the host's name and contact information. Any mention of alcohol will be omitted.

FACILITIES REQUEST FORM

Date of use _____ Name of Organization _____ E-mail _____	Hours of use _____ Person in charge _____ Phone number _____
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MEMBER? (Yes / No) _____

NUMBER OF PARTICIPANTS _____

ROOM(S)	<u>Non Qualifying Usage Fee</u>	<u>Subtotal</u>	<u>Total</u>
___ Fellowship Hall (capacity 95)	\$50.00 per event/day	_____	_____
___ Kitchen	\$25.00 per event/day	_____	_____
___ Fireplace Room (capacity 20)	\$25.00 per event/day	_____	_____
___ Nursery (capacity 8)	\$10.00 per event/day	_____	_____

EQUIPMENT – OFFSITE USE – MEMBER ONLY

Chairs _____	Tables _____	Nesco Roasters _____	Coffee Makers _____
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- ❖ No other equipment shall be taken off site for personal use without consent of the Council.
- ❖ Person in Charge will be responsible for replacement cost of any damage or breakage to church property for any reason.
- ❖ Dinnerware/Silverware/Utensils, etc. must be washed and returned to proper locations.
- ❖ All consumables (napkins, paper plates, plastic silverware, etc.) must be provided by the Person in Charge.
- ❖ See Facility & Equipment Usage Policy for details.

AGREEMENT

I have read and understand the above agreement and the Facility & Equipment Usage Policy and I agree to be responsible for the protection of all church property. I understand and will uphold all the policies of the church pertinent to this usage. I take full responsibility and hold harmless Gloria Dei Lutheran Church and any Members, Officers, Directors or Assigns for any injury or loss of life incurred by me or any members of my party with using Church property or for any other reason while on church premises or property. In addition, I hold harmless Gloria Dei Lutheran Church and any Members, Officers, Directors or Assigns for any damages or losses, including incidental or consequential damages to personal property brought on site.

SIGNATURE _____ **DATE** _____

GDLC APPROVAL SIGNATURE _____