

Guidelines for use of Church Facilities

St. Paul's Lutheran Church

Ashland, Kentucky

December 13, 2012

These guidelines govern the use of St. Paul's Lutheran Church facilities [including but not limited to, the sanctuary, fellowship hall, Sunday school rooms, kitchen, restrooms and grounds] by third party organizations, groups or individuals. Our preschool facilities are OFF LIMITS.

Request for use of facilities.

A request for the use of any facility at St. Paul's must be submitted in writing to the Church Council for approval [Request Form Attached]. The Church Council meets on the first Thursday of each month. Request submitted after that date will not be considered until the next months meeting.

Organizations or groups who wish to use the facility on a regular basis [such as Girl Scouts, Weight Watchers, etc.] may submit one request on a annual basis at the beginning or each calendar year. Request must be submitted in time to be considered at the January Church Council meeting.

The following items must be included on the request. An incomplete Request Form will not be considered:

- Name of organization, group or individual.
- Purpose for use of facility.
- Date and time facility use is requested.
- If the kitchen facility of equipment will be used.
- Liability insurance information, if applicable.
- The signature of a responsible person.
- A security deposit of \$100.00 for a one time or occasional use, or \$200.00 for a one year regular basis use. Deposits will be returned if there is no deductions for cleanup or repairs. No security deposit is required for church member functions.
- A request for non-member use of the church facility may also be subject to a non-refundable usage fee. The amount is to be determined by the Church Council at the time of request.

The Church Council reserves the right to disapprove any new or annual request.

Responsibility of the Requester.

It is the requesters responsibility to make arrangements for access to the facility.

It is the requesters responsibility to clean up the used facility after their event is over. This includes removal of decorations, trash and left over food. If the kitchen facility and equipment is used, all used items must be washed and returned to their proper place. We expect the facility to be left as it was found! If the requester wishes to use the church's custodial people for this purpose, advance arrangements must be made and the cost will be deducted from the security deposit.

Liability.

The requester will be held liable for any damage done to the used facility.

The requester is responsible for any injury or illness that occurs as a result of their event.

The requester is responsible for removal of all items brought by them to the facility. Items left behind will be discarded at requesters expense. Organizations or groups who use the facility on a regular basis may make arrangements to leave some items, such as flags, banners, etc., at the facility for reuse, however, the Church accepts no liability for lost or damaged items.

Organizations that request use of the facility must provide a copy of their liability insurance policy [or policy information] to the Church Council attached to the Request Form.

The requester is responsible to make sure the facility is secured [doors and windows locked] and lights and equipment turned off, before leave the facility.

Request for use of Church Facilities
St. Paul's Lutheran Church
Ashland, Kentucky
December 13, 2012

Name of organization, group or individual making request: _____

Purpose of request: _____

Date and time requested: _____

Name of Responsible Person: _____

Security deposit included.

\$100.00 for a one time or occasional use.

\$200.00 for a one year regular basis use.

Church member function, no deposit required.

Kitchen facility and/or equipment will be used.

Custodial services requested (cost will be deducted from your security deposit).

This is an organizational or group annual request

Have liability insurance.

Name of insurance provider and policy number: _____

Have read and agree to the "Guidelines
For use of Church Facilities"

Usage fee required
Amount: \$ _____

Approved Disapproved

(Requester)

(Date)

(Officer of the Church) (Date)