



**FAITH LUTHERAN CHURCH FACILITY USAGE CONTRACT**

12534 Holly Road Grand Blanc, MI 48439 810-694-9351



Welcome to Faith Lutheran Church. We strive to serve the Lord by faithfully living every relationship in God's way. Our facility is a blessing for which we are very thankful. With that blessing comes the responsibility to practice good stewardship by caring for our facility through respectful use and safe practices. We enjoy sharing our facility with the community around us and we hope to build lasting relationships with others who will be our partners in its care.

**INFORMATION ABOUT THE RESPONSIBLE PERSON(S) AND THE EVENT**

Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Member? Yes \_\_\_\_\_ No \_\_\_\_\_

If No, Member Sponsor Name \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(At least one of the two responsible parties listed above must be present at all times when your group is in the facility. Hereafter, the responsible parties will be referred to as guest(s).)

Date of Use: \_\_\_\_\_ Start/End time : \_\_\_\_\_ / \_\_\_\_\_

**RECURRING USE:**

If this is an ongoing event ,describe the schedule - including an end date. The facility cannot be booked more than 2 months ahead of time for a recurring event. Events can last **no longer** than six weeks at a time unless prior approval was given. After four weeks, the primary contact **MUST** contact the Church Office to review the contract on file for the facility at Faith Lutheran Church. If continuation of facility usage is required for this event, it will be discussed at that time.

Recurring Schedule: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of group and activity for which the facility will be used:

\_\_\_\_\_  
\_\_\_\_\_

How can we pray for you and the people involved in your event?

\_\_\_\_\_

**Room(s) Requested:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Heins Hall               | <input type="checkbox"/> Heins Hall Kitchen         |  |
| <input type="checkbox"/> Family Life Center (gym) | <input type="checkbox"/> Family Life Center Kitchen |  |
| <input type="checkbox"/> Adult Ed                 | <input type="checkbox"/> Music Room                 | <input type="checkbox"/> Youth Room            |
| <input type="checkbox"/> Library                  | <input type="checkbox"/> Living Room                | <input type="checkbox"/> Downstairs North Hall |
| <input type="checkbox"/> Music Room               | <input type="checkbox"/> KOOL/WARM Room             | <input type="checkbox"/> Downstairs West Hall  |
| <input type="checkbox"/> Preschool                | <input type="checkbox"/> Preschool Café             | <input type="checkbox"/> Softball field        |

**ENTRANCE KEY:** As a matter of convenience, an entrance key may be issued on a temporary basis to the primary contact for an event. Keys are not to be shared with anyone other than the secondary contact person listed above. Keys are never to be duplicated. As soon as reasonably possible after the last date of use, the key is to be returned to the church office.

## GENERAL RULES AND POLICIES

The building and adjacent grounds are under the general supervision of our representative. He/she has the authority to restrict the use of the building and grounds when, in his/her opinion, such use will be detrimental to the operation of the facilities or in violation of these rules and policies.

The building shall be subject to inspection at any time by our representative.

We reserve the right to halt any function that is deemed "out of control" by our representative.

There shall be no decorations attached to the ceiling or lights. No tacks or staples are to be used in decorating. No equipment shall be transferred from one room or floor to another without explicit permission being granted. Decorations may be attached to the block and brick walls only by two sided sticker tape. Ask office personnel for the specific kind.

**NO** alcohol or smoking is permitted on the premises.

All refreshments shall be served and consumed inside Heins Fellowship Hall or Family Life Center. (Please refrain from serving any beverages that are colored, e.g. grape, raspberry, red pop.) Refreshments are not allowed outside of these two areas.

Everyone in attendance must vacate the premises by the end of the function. The guests are responsible for assuring that everyone has vacated premises, lights are off, HVAC is put back to prior settings and doors are closed and locked.

All items of personal property, including decorations and trash, are the responsibility of the guest using the facility and must be removed upon leaving the building. Trash is to be taken to the dumpster behind the garage in the west parking lot by the memorial garden. Please do not drag the garbage bags because they may break open.

The guests using the facilities will be held responsible for any and all breakage and other damage or loss to the property resulting from the occupancy and use of the building and grounds.

This contract agreement applies only to the rooms designated. The contact person(s) are responsible for ensuring that other attendees remain in the designated areas.

Guests are expected to help enforce all rules and policies.

A \$60.00 clean-up fee will be required if facilities are not found in same condition as when the event began.

## KITCHEN SPECIFIC POLICIES

A liaison from Faith Lutheran (FLC) will contact you to discuss the use of the kitchen.

Cooking is **NOT** permitted in either kitchen. The fellowship & multi-purpose kitchens at Faith are not licensed by the Genesee County Health Department, therefore, cooking is not permitted. Prepared food can be served by a catering service following appropriate guidelines.

If use of the stove, coffeemaker, and/or dishwasher is required, an authorized person from FLC must be present. This person will instruct your caterer on proper operating procedures of such equipment. This person is available to oversee the use of the facility and is **NOT** to clean the kitchen, help serve the food, etc.

When the event ends, it is the responsibility of the guests to assure said kitchen is clean and orderly, with everything in its place and all equipment turned off. All surfaces, including stove top, oven and refrigerator must be clean and free of spills. Garbage disposal is to be run to be certain it is empty. All remaining food stuffs should be removed from the refrigerator unless labeled with name, date and having made arrangements for its future use.

## **SAFETY**

Never unlock or prop open an outside entrance door to the building. Unfortunately, places of worship are often targeted for violence. For the safety of everyone in your group and anyone else who may be in the building, post someone at the door or have late-arrivals call someone inside to be let in the building. Propping doors also allows individuals who aren't in your group to enter the building unsupervised.

## **RESERVATIONS**

Use of the facilities is reserved for members in good standing or persons sponsored by a member in good standing of Faith Lutheran Church.

Reservations can only be made through the church office. To check room availability, please call 810-694-9351.

Even though you may have been issued a key, you are **only** permitted use the building during your reserved times. Contact the church office if you have a special time request.

**BUILDING HOURS:** No activities past 11:00 pm without special permission.

In the case of schedule conflict, preference for facility use will be given to members in good standing with Faith Lutheran Church.

Church functions such as funerals and youth activities will take precedence and in some cases mean previously scheduled outside reservation will be cancelled. As much advance notice as possible will be given.

## **GYM (Family Life Center) SPECIFIC POLICIES**

Do not prop outside doors open or unlock them.

Do not use outside doors (*in the corners of the gym*) as an entrance, this brings in outside elements that are damaging to the floor and cause extra, unplanned cleaning of the floor, especially when it has been prepped for a game.

Do not allow youth other than those involved in your activity to linger in the gym. Feel confident in your right to question them and ask them to wait outside the building if they say their coach is coming later. Unfortunately, your practice is often their access to the building so they can remain in the facility unattended after you leave.

Assign someone to be responsible for making sure everyone is out, returning HVAC to prior settings and shutting off the lights.

Please instruct youth involved with your activity to look around for personal belongings and trash before leaving. Help us teach respectful use of the facility.

Guests are not allowed to play with basketballs, toys, etc. in the gym closets.

Even regularly scheduled gym time may need to be forfeited occasionally or indefinitely if the space is needed for the activities of Faith Lutheran church and it's members in good standing.

## **FEES**

Faith Lutheran is a tax exempt entity, therefore we do not allow use of our facility in any way for profit. We do not charge a fee for use of Faith Lutheran facilities, however donations are always appreciated to help us maintain the physical aspects of the property (lighting, heating, cooling, gym floor maintenance, repairs...)

**GUEST ACKNOWLEDGEMENT OF RESPONSIBILITY**

I, the undersigned, agree as one of the conditions of using the above facility, that I will not permit any unlawful business or activity on the premises, and no use shall be made thereof which shall be unlawful, noisy, offensive, or contrary to any law of the State of Michigan or ordinance of the City of Grand Blanc, Michigan.

I understand that no activities are allowed that sell products or services for any business or organization outside of Faith Lutheran.

I, the undersigned, recognize that there are risks involved in participating in this activity and hereby assume all risk of injury, harm, damage, or death in connection with participation in my activity. To the fullest extent permitted by law, I release Faith Lutheran Church, its trustees, officers, directors, employees, agents and representatives from any injury, harm, damage or death which may occur while participating in the activity and agree to save and hold harmless Faith Lutheran Church, its trustees, officers, directors, employees, agents and representatives from any claims arising out of participation in the activity.

It is understood that Faith Lutheran Church has the right to cancel this contract if the use of this building and/or its contents is considered objectionable in any way.

**CERTIFICATE OF INSURANCE**

If your event will have more than 50 participants, you must provide Faith Lutheran Church with a Certificate of Liability Insurance.

I certify that I have read this document in its entirety and fully agree to the terms and conditions stated herein.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_