

Grace Lutheran Church and School Facility Usage Policy and Guidelines

As part of our mission to promote Christian principles and community service, Grace Lutheran Church and School (“GLCS”) is happy to make our facilities available to church and community groups. Community groups include organizations whose purpose is to contribute to the social, cultural, educational, or spiritual welfare of the community. In addition, the group’s policies, practices, programs or purposes must not be in conflict with Christian principles or Lutheran Church—Missouri Synod (“LCMS”) standards or teachings. Our church facilities are not to be used for partisan political purposes, for recruitment of members for clubs and societies outside the church, for private enterprise, or for fundraising for organizations outside of our church. Church functions take precedence in the scheduling of the facilities. The following policies and procedures will be observed by all organizations which use our facilities:

Procedure

All building usage must be scheduled in advance through the church office.

1. Our facilities are available to our church groups on a first come, first served basis. (Church groups include all groups having an official affiliation with GLCS.)
2. Groups must submit a Room Request Form at least 30 days prior to the function. Any “special” equipment or setup which will utilize items outside the specific room should be identified in the request. (example: need for a certain amount of tables or chairs beyond what is in the room.)
3. Community groups meeting at the church must sign the GLCS ‘Hold Harmless, Release and Indemnification’ prior to scheduling.
4. Church group functions take precedence over community group functions for scheduling purposes. GLCS reserves the right to cancel or mutually agree to reschedule community group functions to accommodate church group functions.
5. Meeting room assignments may be changed by the church office to provide the best arrangements for all. (Please contact the church office for conflict issues with usage instead of trying to arrange with other groups.)
6. Use of the facilities is limited to the area/space reserved for the group. Any need for additional space requires modification of the Room Request Form.

Policies

1. The portion of the facility used by the group must be left in the same condition in which it was found. Whenever it is necessary to move furniture or other items, the furniture and items must be returned to their original place prior to leaving the building. Stack chairs, turn off lights in room and dispose of trash. All floors, carpets, and kitchen facilities must be cleaned.
2. The organization using the facility is responsible for any damage done to the building/contents and grounds caused by their attendees.

3. Decorations must be temporary and removed immediately. No decorations are permitted to be attached to walls/ceilings/doors without prior approval. No bulletin boards/pictures/signs shall be removed or altered for any event.
4. Outside organization should provide ALL supplies for the meeting. Any items that need to be borrowed, should be requested in advance from the church office. Crayons/markers/paper in cabinets are not to be used.
5. No alcoholic beverages or illegal drugs may be brought onto church property.
6. No tobacco, marijuana or any smoking material are permitted on church property.
7. No food is permitted in the Nave.
8. The Nave is to be used for LCMS religious ceremonies, worship, and other religious programs. Any other events to be scheduled in these areas must receive approval from the Senior Pastoral Staff and the Facilities Team.
9. Children must be chaperoned. All children either need to be in childcare if meeting/event is for church-related committee or group, or under adult supervision. Children are not to "roam" the church. Use of the childcare rooms is for church affiliated events only.
10. Weddings are to be scheduled in accordance with the GLCS Wedding Policy and applicable procedures.
11. Funerals are to be scheduled in accordance with the GLCS Funeral Polity and applicable procedures.

Parish Hall Kitchen

1. Kitchen shall not be used in any capacity by an outside group without permission from both the church office and school office. Exact purpose needs to be requested in advance. A custodial fee may be charged. The Kitchen may not be used during school hours without prior permission.
2. If utilizing coffee urns, utensils or other items, the group is responsible for leaving these items in the exact same condition and place as found. An additional cleaning fee may be charged if dirty items are left by outside group.
3. No paper/plastic products in the kitchen are to be utilized that do not belong to and were purchased by your group. (If there is an ongoing need for storage of items, this must be requested and approved.)
4. Any meeting which involves a caterer needs to have prior approval.
5. All leftover food is to be removed from the kitchen. Do not put any leftovers in the refrigerator. School items and refrigerator are not to be used under any circumstances.
6. Kitchen equipment is not for loan outside of the church.

Church Parking Lot and Practice Field

1. Church parking lot is reserved for groups participating in programs and activities at GLCS.

2. Practice field policies are contained in a separate document. Use of the practice field by outside organizations must be requested through the school office.

Waiver, Indemnification and Release Agreement for Use of Church Premises In consideration of the use of the building, facilities, and adjacent property ("premises") owned and operated by GLCS, I make the following representations and agreements on behalf of myself and on behalf of all the individuals in my group or party as their authorized representative:

1. I have requested the use of the premises, have inspected the premises to my satisfaction, and find the premises to be safe and suitable in all respects for our intended uses and activities. I understand that there may be a nominal charge to cover a portion of the light, heat, air conditioning and other direct costs associated with making the premises available for our event. I understand that GLCS makes the premises available to individuals and community groups as a public service and not for compensation.

I understand that the charge is less than market rate and includes no contribution toward any liability insurance to cover this event.

2. On behalf of myself, my heirs and executors, and in like manner on behalf of all those who enter upon the premises as my or our invitees while we are utilizing the premises, I AND WE DO HEREBY RELEASE AND FOREVER DISCHARGE, INDEMNIFY, AND HOLD HARMLESS the Church, together with its trustees, pastors, employees and members FROM ANY AND ALL CLAIMS of any kind and nature whatsoever, whether arising through negligence, intentional acts or omissions or in any other manner. This includes all past, present, or future actions, causes of action, demands, claims, damages, costs, expenses and other compensation of any kind and nature which may arise out of our use of the premises. This extends to any injury, property damage, or other loss, which may be sustained by me, or any of our party while on the premises and otherwise participating in any activities on the premises.
3. I AGREE TO ASSUME ALL LIABILITY for any injury or damages that may arise from any accident or action that occurs on or about the premises in connection with our event and also agree to indemnify GLCS and save GLCS harmless from all claims filed by parties injured or suffering damages from our activities on or about the premises. This also includes damage to any of GLCS's property.
4. I understand and agree to abide by the rules set forth for the use of the premises by GLCS including those given to me orally and in writing as well as the following:
 - a. There shall be no alcoholic beverages served or consumed on the premises.
 - b. Only lawful activities are permitted, and appropriately trained persons will properly supervise activities.
 - c. Parental or adult supervision of all minors in attendance will be provided at all times, and I have obtained releases signed by parents and or legal

guardians for all minors participating in any athletic or physical activities on premises.

- d. I and my group can be asked to leave or can be denied access to the premises without notice whenever the Church deems that it is necessary for any reason, and we will leave promptly when instructed.
 - e. The Church may impose and I agree to pay the cost of clean-up, janitorial, or repair services needed because of the event and that such costs may be demanded.
- 5. I will provide, at my own expense, liability insurance and insurance against any possible loss described in this agreement. Proof of this insurance must be on file in the office before any non-church events can be booked. GLCS must be listed on the policy as an "additional insured".**
- 6. I have read this Waiver, Release and Indemnification Agreement and understand all of its terms.**

No other promises or inducements, written or verbal, have been made to me or to our group, and I execute this Waiver, Indemnification and Release Agreement on my behalf and on behalf of others in my group.

Invitee's Signature

Invitee's Name (Printed)

Date

GLCS Witness' Signature

GLCS Witness' Name (Printed)

Date