

Resurrection Lutheran Church

BUILDING USE POLICIES

Welcome to Resurrection Lutheran Church! Please feel free to make good use of Resurrection's building. We ask that you help us care for it by reading this document carefully so that you understand the responsibility you assume when using our facilities.

The following *policies* are to be respected and observed:

- 1) Congregational activities will have priority over all outside events.
- 2) All visitors must exit the building no later than 10:00 PM. There will be no exceptions to this policy.
- 3) No exterior doors are to be left open and they must be kept locked. If you are using the Upstairs Fellowship Room, there is an intercom that you can use to let people in. Otherwise, you must post a person outside who can then let people enter the building.
- 4) Use of Hawthorne School's parking lot is not something we are able to offer. If you would like to use the parking lot, you must contact the school directly.
- 5) There is no smoking allowed inside the church buildings. If you smoke outside, please be courteous and place cold cigarette butts in garbage.
- 6) All rooms are to be returned to the same condition that they were in prior to each event. Bag your trash in the trash containers located in each room. Empty the container and replace the bag. All trash must be carried outside to the alley just east of the church and put into (not alongside) the trash containers. Clean up by wiping down tables and sweeping/mopping/vacuuming, if necessary. ***ALL WINDOWS SHOULD BE CLOSED, ALL LIGHTS SHOULD BE TURNED OFF, and OUTSIDE DOORS MUST BE FULLY CLOSED AND LOCKED.***
- 7) If your group has been given permission to use the kitchen facilities, we ask that the following guidelines be observed:
 - Clean the kitchen immediately after use.
 - Remove all left-over foods from the kitchen following the event.
 - Return all kitchen supplies and implements to the proper cabinets as posted on cabinet doors and spaces.
 - If a private catering service is used for the event, the caterer must furnish all equipment (e.g., dishes, silver, tablecloths, etc.) and remove immediately after the event.
- 8) If your event requires you to alter the existing configuration of the space, it will be expected that you will return it to its original arrangement.
- 9) A key for entrance to the building will be provided at the discretion of the Administrative Assistant, as needed. You are responsible for the key you are given and it is not to be copied or used by anyone other than the person signing this contract. The key must be returned to the Church Office by 5:00 PM the next business day following the last meeting of your group. If the key is lost, your group will be responsible for paying a locksmith to re-key all the locks in the buildings, and for having new keys made for church staff and other outside groups. If the building is found unlocked, your group may not be allowed to use our facilities again.
- 10) Upon request, a Certificate of Liability Insurance may be required.

- 11) During events, no additional requests for work by Resurrection's staff may be made.
- 12) If damage to church property occurs, groups and/or individuals will be held financially and legally responsible for repairs or replacement at the option of Resurrection. All damages or losses are to be promptly reported to the Office Assistant.
- 13) Any group found to not be in accordance with our policies will be given a notice. If, after notice is given and a policy is again broken, we reserve the right to terminate this agreement.
- 14) Anytime a contact person changes it is expected that you will notify the church office.
- 15) If a problem arises that should be attended to by the staff (backed-up toilet, no trash bags in the trash containers, etc.), leave a note through the mail slot in the front door of the Parish Office (3309 N. Seminary Ave.) addressed to Office Assistant or via email at office@rlclakeview.com.

Resurrection Lutheran Church SPACE USAGE REQUEST FORM

Name of Organization: _____

Contact Name: _____

Contact Signature: _____

Home Address: _____

Email Address _____

Phone Numbers (cell) _____ (home) _____

	Not For Profit Suggested Donation starting at:	For Profit Suggested Donation starting at:
Church Office • <i>(internal use only)</i>	NA	NA
Parish Hall <i>handicapped accessible</i>	\$50	\$150
Nursery • <i>basement – handicapped accessible</i>	\$50	\$50
2 nd Floor Fellowship Room • <i>2nd floor – NOT handicapped accessible</i>	\$50	\$150
Sanctuary •	\$50	\$100
Kitchen •	\$50	\$100

(Discounts are available for groups using space multiple times.)

Estimated Attendance: _____

Date(s) and Time(s) Requested: _____

Purpose of use: _____

I have received a copy and understand Resurrection Lutheran Church's Building Use Policies.

_____ Organization Representative

_____ Date

<i>**Internal Use**</i>	
Keys Issued on _____.	Keys Returned _____.