



Building Use Policy

Grace Lutheran Church 2225

Washington St.

Lincoln, NE 68502

1. **Members of Grace Lutheran Church** are not required to pay a fee for the use of church facilities unless used for the purpose of making a profit. A Grace Lutheran member is expected to be present during the event and assume full responsibility during the use of the building.
2. **Non-profit Ministry groups outside of Grace Lutheran Church** are not required to pay a fee for the use of church facilities, except for when designated in other policies. Groups are strongly encouraged to offer donations to cover the cost of utilities and custodial services.
3. **For-profit ministry groups** may use the church facility at the following rates (to be paid in advance):
 - **Sanctuary-** \$250
 - **Social Hall (only)** \$100
 - **Social Hall &Kitchen** \$150
 - **Chapel** \$75
 - **Classroom-** \$25 (4 hours or less) ○ \$40 (full day) **the congregation council has the option to forgo any fees.
4. **All events/activities must be scheduled through the church office.** Regularly scheduled church activities/meetings shall always have priority in the use of the facilities. Other church-related meetings and functions have second priority. The congregation council has the final decision in prioritizing use of church facilities.
5. **All groups outside of Grace Lutheran Church must have a signed building use application sheet on file in the church office that states they have received and agree to abide by said policy.**
Incorporated Users will also provide a Certificate of Insurance to the owners to be put on file.
6. **General Usage Guidelines**
 - No open containers of food or drink shall be allowed in the sanctuary other than for use as part of the worship services. Bottled water (covered container) is permitted. Food and Drink in covered containers is allowed for Children in the sanctuary.
 - When scheduled events are cancelled, or the dates are changed, the group shall notify the church office as soon as possible.
 - If the church building is unavailable due to inclement weather, or other emergencies, the church office will attempt to notify all groups scheduled to use the facility. This information will be posted on the church website.
 - Controlled substances and weapons are not allowed on Grace Church Campus.
 - Smoking is prohibited inside the building as well as on the Grace Church Campus.
 - Trash and recycling items are to be properly deposited in the designated containers.

- If the building space used is not cleaned and returned to its original condition, a fee of \$40/hr will be charged. Wax candles are not to be used unless authorized.
- If a specific placement of furniture is required for your group, a one week notice is required.
- If an activity takes place beyond the normal hours of church operation, and the church will need to be unlocked, one week notice is required.
- The sanctuary is to be used for religious activities only. The congregation council must approve any non-conforming use.

7. All children in the facility must be supervised at all times.

- A responsible adult is to be present and with the children during the event.

8. Kitchen Usage

- Paper products and other consumables in the kitchen are available for church use only.
- All tables and countertops must be protected from hot pans and dishes.
- All food must be removed from the church upon the conclusion of the event or it will be disposed of the following day. This includes all food left in the refrigerator and freezers. Food left behind from church functions must be properly marked.
- Dishes, pots, pans, serving trays, utensils, and coffee pots may not be removed from the premises without permission.
- Stoves, microwaves, ovens, coffee pots and all other kitchen equipment must be thoroughly cleaned at the conclusion of the event. Be sure to unplug all coffee pots.
- Garbage shall be bagged and placed in outside garbage bins.

9. Other

- No tacks, nails or adhesives shall be used on furniture, walls or woodwork.
- Only individuals approved by the Congregation Council may play the church organ.
- Groups using the facility are responsible for any breakage, damage, or loss of equipment and must be reported to the church office so that reparations and adjustments can be properly expedited, assessed, and paid for.

10. Items not covered by this policy. The Executive Committee has the authority to make appropriate decisions on a case-by-case basis should there be any items not covered by this policy or items that require clarification.

THE TERMS AND CONDITIONS ACCEPTANCE FORM IS ON THE ATTACHED PAGE

I accept these terms and conditions with Proof of Insurance
"If individual (unincorporated) users, note statement below"

Printed name of group& representative

Date

Signature of group representative

Date

(_____)_____
Contact phone number

Signature: Certificate of Insurance on file

Date

Individual (unincorporated) Users agree to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.