

Use of Facilities Policy

Faith Lutheran Church

1214 N. Ohio Ave

York, Nebraska 68467

402-362-3000

Regulation and Guidelines for ALL Groups and Individuals

- Organizations and/or individuals wishing to use the facilities are to contact the church office to ensure facility availability.
- Reservations need to be made with the office to use the facility.
- The Board of Trustees will be the final authority on any questions.
- Use of the Sanctuary must be arranged with the Board of Elders.
- Groups or individuals using the facility are responsible for any damages that occur.
- The facility being used must be left clean and in the same order as it was found.
- All lights are to be turned off and doors locked upon leaving the facility.
- No alcoholic beverages are allowed.
- No smoking is allowed in the building.
- The applicant renting/or using the facility will be responsible for policing the facility.
- Use of, or admittance to areas other than agreed upon in the application is forbidden, except for the main level restrooms.
- All donations and fees are to be paid to the church office by those using the facility.
- Fees are due before use of the facility.
- No church property is to be removed from the premises without signing it out from the church office.
- When the kitchen is used, all dishes, utensils, etc. are to be cleaned and returned to the cabinets, counter tops, stoves, and floors cleaned if needed.

Rental of the Fellowship Hall, Kitchen, Conference Room for Non-Members

Rental Fees (additional charges may be added if terms of agreement are not met)

| | |
|----------------------|-------|
| ➤ Fellowship Hall | \$300 |
| ➤ Kitchen | \$150 |
| ➤ Conference Room | \$50 |
| ➤ Refundable Deposit | \$50 |

- No church linens are to be used without consent from the Faith Lutheran Kitchen Committee, and if items are used, they are to be laundered and returned to their places.
- No condiments of the congregation or any organization are to be used.
- Facility is not to be used past 11:00 pm

Use of the facility by Faith Lutheran Church Members (Circuit, District, or Groups/Organizations Sponsored by Synod with approval of Trustees)

- Weddings – When the bride, groom, and/or parents is a member of Faith Lutheran Church, a free- will donation will be accepted for the use of the Fellowship Hall, Kitchen, or Conference Room.
- Family Functions, such as anniversary, reunions, etc. are free will donation.
- All linens used shall be laundered and put back in place.
- Any condiments of the congregation or is organizations as well as paper products used are to be replaced.

Use of Church Equipment (by Members of Faith Lutheran Church Only)

- Folding chairs and rectangle tables may be checked out from the church office, but under no circumstance are the round tables or padded chairs to be removed from the church.
- All equipment removed from the church needs to be checked out from the church office.

Facility Usage Agreement

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Your Name: _____ Address: _____

Phone Number: _____ Email: _____

Name of Organization (if applicable): _____

Address: _____ Phone Number: _____

Purpose of Building Use: _____

Date(s) to be Used: _____ Times: _____ to _____

Mark Area(s) to be Used: Fellowship Hall Kitchen
 Conference Room Sewing Room Sunday School Classroom(s)

By signing below, you agree to follow all regulations and guidelines set forth in the Use of Facility Policy. If any changes to your use of the facility need to be made, please contact the church office.

Signature: _____ Today's Date: _____

For Office Use Only

Date Received: _____ Received By: _____ Approved / Denied