

***‘The congregation of Hope Lutheran Church wishes to make its facilities and grounds available both for the worship of God, and as part of our congregational commitment to do Gods work by serving and supporting our larger community.***

***We ask any person or group using our facility to exercise care and respect for the grounds, equipment, and other property of the Church.’***

## **Hope Lutheran Church Facilities Usage Information**

**August 2021**

### **Welcome**

Welcome to Hope Lutheran Church. The following are policies and procedures established for our ministries and the community for building use. It is important to read, understand, and become familiar with these policies and comply with the guidelines that have been established.

Hope Lutheran Church reserves the right to modify, supplement, or revise any policy, provision, or fee, with or without notice, as it deems necessary or appropriate.

### **Contact**

All meeting and event scheduling will be handled by the Office & Communications Administrator ([officeasst@hlc.church](mailto:officeasst@hlc.church) or 724-776-3141).

### **Qualification for Use of Facility**

Hope Lutheran Church requires that all users follow these guidelines. It is the responsibility of the “authorized representative” identified on the Application Form to notify all participants of these guidelines. We reserve the right to cancel any facility use agreement at any time based on Hope Lutheran Church ministry needs.

The use of Hope Lutheran Church facilities is open to businesses, non-profits and individuals. Individuals may request usage of the facilities for personal use. Hope Lutheran Church facilities are not for use by any group or groups advocating a specific political party or position, or whose goals are contrary to the mission and vision of Hope Lutheran Church.

*\*Disclosures must be made to Hope Lutheran Church regarding any situation or activity that would put Hope Lutheran Church or its members at risk.*

**Application/deposit fees are to be submitted with the application. A \$100 deposit will be required. Fifty dollars (\$50.00) of the deposit is nonrefundable and will be applied to the facility fee. The remaining \$50.00 is a cleaning fee and is refundable if the facility is cleaned and returned in the condition as noted in the Room Setup/Clean Up section.**

**An exception will be made to Hope Members, as defined by the Church Constitution – A \$50.00 cleaning fee deposit will be required and refunded in full unless the facility has not been cleaned and returned in the condition as noted in the Room Setup/Clean Up section, then the \$50.00 cleaning portion of the deposit will not be refunded.**

## **General Conditions**

### **Loss and Liability**

Hope Lutheran Church, its officers, and employees shall not be liable for loss, damage, injury, or death to persons or their property as a result of the use of Hope Lutheran Church facilities. Persons and/or organizations using the building hereby agree to indemnify Hope Lutheran Church, its officers, and its employees and hold harmless from all claims for loss, damage, injuries, or any casualty whatsoever.

Hope Lutheran Church is committed to providing a safe environment for employees, members, and visitors. All groups using the facility will provide Hope Lutheran Church a single point of contact at the time the application for use is completed. The group is responsible to pay for any damages to or loss of congregation's property that may result from its activity. Damages or other problems are to be reported to Hope Lutheran Church immediately.

An entrance code will be issued to the designated contact by the Office & Communications Administrator to access the building. You will be responsible to turn on/turn off the security system when entering/exiting the building (if it is before 8 am or after 10 pm). If the security alarm is activated and the police are dispatched to Hope Lutheran Church, a \$150.00 fee will be assessed to your group using the facility.

## **Room Setup / Cleanup**

Room setup will be handled by the user group unless other arrangements have been made. All areas of the building shall be returned to the same condition the user group found them in at the beginning of the activity. An additional charge may be levied to the "authorized representative" or deducted from the deposit if cleanup or maintenance is required.

- Collect all garbage into bags and take to dumpster located at back of parking lot.
- Wipe off tables and chairs.
- Return all tables, chairs to their proper place after your event. Return all rooms used to their normal set up.
- If using the kitchen, wash/dry all dishes used and return them to the correct cupboard. Take all extra food/beverages with you. Wipe counters and leave kitchen clean and ready for next use.
- Vacuum and sweep floors as needed. Report any damage to equipment promptly to church office.

## **Building Hours**

Hope Lutheran Church will be available for activities for the general community on most evenings. Church related activities may necessitate refusal of a request to utilize a room or area.

## **Advertising**

All advertisements of activities and events held at Hope Lutheran Church shall not imply any sponsorship by Hope Lutheran Church for those activities and must be approved by the Office & Communications Administrator. Any posters, notices, or displays for your event may not be posted to walls within the facility. Approval of an event at Hope Lutheran Church does not imply nor guarantee publicity of the event or organization within Hope Lutheran Church publications or websites. Hope Lutheran Church reserves the right to monitor and limit posted information.

## **Restrictions**

**Use** is limited to the requested room(s) and individuals are not permitted in any other part of Hope Lutheran Church facility. No other uses or use of rooms shall be permitted other than those listed in the application and for the number of attendees listed thereon.

**Supervision** must be provided at all times by responsible adults appropriate in number for the size of the audience in attendance. Persons under the age of 21 shall not be permitted in the building without adequate supervision by adults.

**Smoking, alcohol, and controlled substances** are strictly prohibited on the Hope Lutheran Church campus including the parking lot. It is the responsibility of the applicant to inform all those using the facility of these policies.

**Weapons** (firearms, weapons, fireworks or open fires) are not allowed in or around the church building, parking lot, or green spaces.

**Food and Drinks** are to be served and consumed only in tile or linoleum areas of the building. Any event serving food or drinks must be hosted in the Community Hall.

**Equipment:** Use of Hope Lutheran Church does not include the use of any equipment (AV, computer, or office equipment) or materials which are the property of Hope Lutheran Church. Due to wear and tear from transportation and use, tables, chairs, and other equipment will not be permitted to be used outside the Hope Lutheran Church building except for church sponsored events.

The Refrigerator is for church use only. If you need refrigerator space for an event, please contact the church office in advance to make appropriate arrangements.

**The Church Nursery, Sanctuary, and Narthex** are not to be used under any circumstances without prior approval. No group is permitted to use the nursery for children without prior permission or if granted permission, must have adult supervision and must clean up afterward.

**Parking:** Employees, members, and visitors shall park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Hope Lutheran Church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

### **Lost and Found**

Hope Lutheran Church will not be responsible for personal property that is lost, damaged, stolen, or destroyed. If you happen to find personal belongings that have been lost by another person, please turn them into the church office.

## **HOPE LUTHERAN CHURCH BUILDING USE FEES**

<b>Contact the Office and Communications Administrator, 724-776-3141 for hourly rates of rooms</b>	<b>\$25 minimum</b>
<b>Community Hall – Full Day -with Kitchen usage</b>	<b>\$350 or \$45/hour without coffee service; \$450 or \$55/hour with coffee service</b>
<b>Youth Room</b>	<b>\$75</b>

**See Hope Lutheran Church Wedding Guide for wedding related usage fees.**

# HOPE LUTHERAN CHURCH

8070 Rowan Road  
Cranberry Twp., PA. 16066

## Facilities Use Application

Date of Application: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

E-mail \_\_\_\_\_

Address; \_\_\_\_\_

Phone (Home/Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Event Contact (If different than Representative) \_\_\_\_\_

Phone (Home/Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Purpose for Building Use: \_\_\_\_\_

\_\_\_\_\_

Date(s) needed: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

(Dates may not be scheduled more than nine months in advance, except with specific permission)

Will the event be recurring? **Please X in the box to the right of the choice.**

One time only  Monthly  Weekly  Multiple Days

Which day(s) of the week? **Please X in the box to the right of the choice.**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Rooms Requested: **Please X in the box to the right of the choice.**

Sanctuary  Community Hall  Youth Room  Kitchen

Class Room(s)-specify \_\_\_\_\_

Anticipated Number of Participants: \_\_\_\_\_

Will a participant fee be charged? Yes  No

Will food or drink be consumed? Yes  No

Special Needs or Requests:

## Release and Indemnity

This Release and Indemnity agreement is between the above-named organization (“Organization”) and Hope Lutheran Church.

The undersigned has read, understands, and agrees to the rules and regulations and payment terms set forth in the Facilities Usage document and Fee Schedule provided. The user group is liable for damages to the buildings, to grounds, to furniture, and/or to equipment and for the safety of all guests. The user group will be held responsible for the costs of repair that exceeds normal wear and tear. The security deposit will be used to pay for such costs. Costs that exceed the amount of the security deposit will be charged to the user group and collected after the event. The user group also agrees to indemnify and hold harmless Hope Lutheran Church from any loss, damage, or liability to property or persons resulting from facility use.

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

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

Title: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Office Use ONLY

Room Fee(s):	\$
	\$
	\$
Late Lock Up	\$
Deposit	\$
Cleaning Deposit (Refundable <input type="checkbox"/> Non-Refundable <input type="checkbox"/> )	\$
Total Fee	\$
Check #	
Door Code	