

"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

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 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.*

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 7 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 you or the organization 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. The “authorized representative” will verify the following has been completed after their event:

- Collect all garbage into bags and take to the dumpster located at the back of the parking lot.
- Wipe off tables and chairs.
- Return all tables and chairs to their proper place after your event. Return all rooms used to their normal setup. Laminated pictures of the room are located in each room. Please be sure to use the picture as your reference for returning the room back to its normal setup.
- If authorized to use the break room area, please make sure that you wipe counters and leave the Break Room clean and ready for next use.
- Vacuum and sweep floors as needed. Brooms and mops can be found in the tall cabinet left of the windows in the Community Hall.
- Report any damage to equipment promptly to the Office & Communication Administrator.

Building Hours

Hope Lutheran Church will be available for activities to 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, limit, or dispose 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 on the form. A fee determined by

the church office may be required if individuals use rooms that were not listed on the Facilities Use Application form.

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 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 Drink 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, screen projector, 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: If you need refrigerator space for an event, please contact the church office in advance to make appropriate arrangements. Refrigerator space cannot be guaranteed.

The Church Nursery is not to be used under any circumstances without prior approval and must have adult supervision at all times. If approval is granted to use the nursery, the room and all toys must be sanitized and cleaned up properly after use.

Sanctuary/AV System: The Sanctuary is to be used only if granted access. There are no outside groups that may use the AV System/Equipment. If you need something live streamed or recorded, please contact the Office and Communications Administrator. An additional fee will be charged for the use of the AV System.

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 in to the church office.

Application, Deposits, and Fees

Application and deposit fees are to be submitted at a minimum of 2 weeks before your event.

A \$100 deposit will be required for non-members of Hope. \$50.00 of the deposit is non-refundable and will be applied to the facility fee. The remaining \$50.00 is a cleaning fee and is refundable to the person who writes the deposit if the facility is cleaned in the condition as noted in the Room Setup/Clean Up section.

An exception will be made for Hope Members, as membership is 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 to the condition as noted in the Room Setup/Clean Up section, then the \$50.00 cleaning portion of the deposit will not be refunded.

All cleaning deposit fees will be reimbursed to the individual who wrote the check unless otherwise specified in writing by the user who signed the facility usage application.

Please see the chart below regarding the fees for **non-members only** to use the building.

Hope Lutheran Church Building Use Fees

NON-MEMBERS ONLY

	Classrooms (Rooms 101-108)	Community Hall Only	Community Hall with Break Room	Sanctuary	Pavilion
0-4 Hours	\$50 per room; per hour	\$200	\$300	\$300 ⁺	\$150 [^]
5+ Hours	\$50 per room; per hour	\$250 + \$50 per hour [*]	\$350 + \$50 per hour [*]	\$300 ⁺	\$150 [^]

^{*} \$50 per hour is charged after 5 hours

⁺ If you have requested usage of our AV system, an additional \$50 will be added onto the Sanctuary fee.

[^] Indoor restroom facilities will be available to use if needed.

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

Facilities Use Application

Date of Application: _____

Name of Group:	
Group Contact Name:	
Phone:	
Email:	
Address:	
City/State/Zip:	
Purpose for Building Use:	

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

Dates Needed:	
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Start Time:	Unlock Doors:	Number of Participants:
End Time:	Lock Doors:	Food or Drink Consumption (check): YES <input type="checkbox"/> NO <input type="checkbox"/>

Will this event be recurring? Please indicate below:

One Time Only ☐ Monthly ☐ Weekly ☐ Multiple Days ☐

Which day(s) of the week? Please indicate below:

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐

Which rooms/facilities? Please indicate below:

Community Hall ☐ Break Room ☐ Youth Center ☐ Pavilion ☐

Please list any Special Needs or requests below:

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www.hlc.church

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 understands that their actions are monitored by multiple security cameras inside the building and on the grounds. 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.

Print Name: _____

Signature: _____

Office Use Only	
Room Fee:	\$
Deposit:	\$
Cleaning Deposit:	Refundable <input type="checkbox"/> Non-Refundable <input type="checkbox"/>
Total Fee:	\$
Deposit Check #:	Fee Check #:
Door Code or System Unlock?	
Notes:	