**Grace Lutheran Church**

**312 Prospect St.**

**Howell MI 48843**

**Facility Use Policy & Application** (Please return all 4 pages)

**I. Approval of Request**

Inquiries for room or space usage should be directed to the Church Administrator in the church office. The Church Administrator can be the approving authority for use of church space and will coordinate scheduling and keep a calendar of room engagements.

Groups, persons, or organizations which are not affiliated with Grace Lutheran Church may arrange for use of space on Grace’s property in the following manner.

A. They shall obtain a copy of this policy from the church office and submit an application for use. The form will be made available along with the policy.

B. They will complete the application and submit it to the Church Administrator at the church office during regularly scheduled business hours. The church may request a copy of an appropriate liability insurance policy.

C. The application will be reviewed by the church council at their next regularly scheduled meeting.

D. Should liability insurance be required, the administrator will work with the applicant to secure proper documentation.

**II. Rules for Use of Grace Facilities**

• Smoking and the use of alcoholic beverages are not prohibited in the building.

• Smoking outside of the building is permitted. However, all waste products of smoking must be properly disposed of.

• All children and youth groups must be properly chaperoned and supervised by adults (age 21+).

• User accepts responsibility for any breakage, defacement or damage that occurs.

• User agrees to refrain from generating noise of such a level as to disturb neighbors.

• User agrees to leave the space in the same or better condition than it was upon their arrival. Furniture may be rearranged for the user’s purpose but must be returned to its original arrangement. (Tables and chairs are located in the storage room next to the kitchen.) Tables and furniture surfaces shall be wiped down and flooring vacuumed. Cleaning supplies and vacuum cleaners are available in the janitor’s closet in the office wing hallway. Spills are to be cleaned up immediately. All garbage must be taken to the dumpster in the rear parking lot.

• Profanity and inappropriate language will not be tolerated.

• NO food or drinks are to be brought into the sanctuary.

**III. Fee Schedule**

Grace Lutheran Church will determine if a fee is applicable. A fee schedule is attached if needed. A receipt will be issued at the time of deposit.

**IV. Chaperone:**

Grace Lutheran Church will determine if an attending chaperone is applicable.

**V. Members of Grace Lutheran Church**

Members of Grace and mission partners are exempt from fees as stated in this policy unless their use of the space is for a “for-profit” activity, at which point fees will be negotiated on a case-by-case basis. Members’ access to space carries a higher priority than non- members; however, the member’s application must be filed earlier than the “competing” non-members. (i.e.: A member’s application will not displace a previously granted non-member’s application.)



**Grace Lutheran Church**

**312 Prospect St.**

**Howell, MI 48843**

**APPLICATION FOR USE OF FACILITY**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person, Group, Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person in Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone and Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date(s) requested: Day(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Frame(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Sessions/Weeks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_ End Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Activity/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approx. Number of People Expected Each Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be an admission charge? (Circle one) Yes No

Will food or beverages be involved? (Circle one) Yes No If so, what type? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is responsible for clean up? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment needed:

Number of Tables: \_\_\_\_\_\_\_\_\_\_\_\_ Number of Chairs: \_\_\_\_\_\_\_\_\_\_\_\_ TV/DVD Needed? \_\_\_\_\_\_\_\_\_\_\_\_

Storage Needs if Needed: (Please Describe)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contract**

By signature of this contract, this party (person, group, or organization) agrees to indemnify and hold harmless Grace Lutheran Church Howell from any and all incidents and/or injuries that arise from or during use of the Grace Lutheran Church facilities.

By signature of this contract, this party (person, group, or organization) ensures that repair or appropriate compensation will be made according to the decision of the Grace Lutheran Property Chairman or Church Council for any damage that occurs or cleaning that is necessitated as a result of our use of the facility.

Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For office use:***

Grace Lutheran Church approves this application for use as agreed upon.

Approval granted by: Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For use of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Area of facility to be used)

On this date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

During the hours of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grace Member assigned: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee received: (Circle) Yes No Date Rec’d \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amt $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_