

Faith Lutheran

Facility Usage Agreement

To request the use of the church facilities, the group, organization, or individuals must:

- Submit a *Facility Use Form of Faith Lutheran Church* form to the office at least 2 weeks prior to the requested use date. Form can be submitted online at www.faithgoshen.com or you can request one from the church office.
 - Before submitting the *Facility Use of Faith Lutheran Church* form please consult with the church office regarding the calendar for availability of the building.
 - If you or your organization will be using the facility for a one time event, your request can be approved by the staff. Please submit your request at least 2 weeks prior to the event date.
 - If you or your organization will be using the church facilities on an ongoing (monthly, bi-monthly, quarterly) basis your request will be submitted to the church council. Council meets the second Thursday of each month, please have your request in prior to that monthly meeting.
 - Please do not write your event on the any church calendar in either office. Once your event is approved, you will be notified and it will be placed on the church calendar.
- The contact person is responsible to make sure that:
 - All lights are turned off in the facility when the event is over.
 - All doors for the facility are locked and windows are shut.
 - The space is left in the same or better condition than it was found.
 - Trash is taken out to the dumpster
 - dumpster on Greene Road is located by the shed on the east side of the building
 - dumpster at 5th and Madison is located out the alley doors of Brosey Hall.
 - Report any issues or concerns about the facility to the office in a timely manner.
- If you organization or group has a church member/staff a part of your event we will ask that you list them on the form so that we can ask them to assist in unlocking and locking the building. If you do not have a church member/staff, then the church office will be in contact with you to either arrange a time for someone to meet you or meet with you to give you instructions on how to use the installed lock boxes to access the key.
- Faith Lutheran Church doesn't charge a fee for using our facilities. We believe that allowing members and the community to use our facilities is part of our mission and ministry. However,

we are grateful to those who choose to give a donation in support of our ministry. If you or your organization would like to give a donation for facility use you can send a check to:

Faith Lutheran Church
202 South Greene Road
Goshen, IN 46526
attn: Bookkeeper.

Please include facility use in the memo line.

- **Please note that the Faith Lutheran Church has the right to deny use or discontinue use of the church facilities due to misuse or refusal to follow set guidelines.**
 - If issues of damage or cleanliness become a problem, Faith Lutheran Church may ask for either a \$100 deposit and/or \$100 custodial fee prior to the next time the facility is used by the individual/group/organization.

To use the church each group, organization, or individual must agree to the following guidelines:

- The church building is God's house and we ask that you respect the space.
- All offices are off limits. This includes use of the computer and copy machine.
- The sanctuary is off limits unless permission has been previously granted. This is holy space and should be respected and honored as such.
- Smoking is not permitted inside the church building. Cigarette butts are not to be thrown on the ground on church property.
- Alcohol is not permitted, unless prior approval has been given by the Church Council.
- Pets are not allowed inside the church building. If pets are present outside we ask that any pet waste is picked up and disposed of properly.
- Sufficient adult supervision for children in attendance. A minimum of one adult per ten children is recommended.
- All events held on a Saturday must conclude by 9:00 pm to allow for the church to be cleaned and set up for Sunday worship services.
- All damages to the church building or property must be reported to the Church Office in a timely manner (immediately if emergency services are required or within two days of any incident) dependent on the severity/extent of the damages. All groups, organizations, or individuals are responsible for all repairs and replacement costs associated with any damage caused.

By submitting a Facility Use Form, either online or to the office, you are acknowledging that you have read and agree to these guidelines.