

## **LUTHERAN CHURCH OF THE GOOD SHEPHERD GUIDELINES FOR USE OF PROPERTY AND FACILITIES**

The Lutheran Church of the Good Shepherd (LCGS) hopes the use of the Church facilities for events will be a positive experience. The following rules guide expectations and responsibilities:

### **PERMITTED USE:**

- The Fellowship Hall, kitchen, and bathrooms by the Fellowship Hall are available to rent.
- The sanctuary is not available for rent. Classrooms may be available on a case-by-case basis.
- Events may include but are not limited to wedding/funeral receptions, religious or charitable group functions, quinceañeras, birthday parties, and family reunions.

### **CONDITIONS:**

- Alcoholic beverages limited to one bottle per table which includes one wine or champagne for toast **only**.
- Smoking is not permitted in the building and is permitted only in designated outside areas.
- LCGS has the right to set time limit on use and to charge fees for any overages or rescheduling.
- Failure to fully vacate facility by time agreed upon will result in partial or full loss of deposit.
- User will designate a person who will be responsible for appropriate use, conduct of users, and damage.
- A designated representative of LCGS may be on premises at any or all times during use.
- LCGS Staff instructions are to be followed by all users. Staff will be responsible for lockup.
- LCGS reserves the right to require security guard(s), paid for and hired by the user.
- LCGS reserves the right to require the user to provide evidence of liability insurance for the use.
- Total rental time (from set up to clean up) may not exceed 12 hours without prior approval.
- Decorations may be attached to surfaces only after prior approval of LCGS staff.

### **APPLICATION PROCESS:**

- Application must be made on the form provided by LCGS. Use is not approved until a representative of LCGS signs the application and deposit to reserve date is paid. Verbal commitments are not binding.
- Prior to use, LCGS must receive rental fees, damage deposit, evidence of security (if required), and certificate of insurance (if required).
- User must meet with LCGS representative at least two weeks in advance of the use, to confirm table and chair set-up. Change of set-up is discouraged once event begins.

### **FURNISHINGS AND EQUIPMENT:**

- LCGS will provide tables, chairs, and kitchen equipment to include stove, oven, plates, silverware, refrigerator, dishwasher, and kitchen work space.
- LCGS staff will help with the kitchen cleanup and above-mentioned items. Other items in need of cleaning may be cleaned at the discretion of LCGS staff or the LCGS staff may ask renters to clean other items (such as catering dishes). LCGS kitchen staff do not wait on tables, clear dishes into the kitchen, restock food supplies, or run errands for renters.
- Renter must provide tablecloths, wine glasses, and any disposable items, including but not limited to napkins, paper plates, paper or plastic cups, aprons, towels, extra bags, condiments (cream, sugar, flour, spices, etc.), coffee, and tea.

### **CLEAN-UP:**

- Your assistance is expected in returning furniture to original location and/or storage area. Failure to do so will affect reimbursement of deposit.
- Floors must be swept (Kitchen and Hall)
- All decorations must be removed and tables cleaned off.

### **AFTER USE:**

- User must inform the LCGS staff no later than the day after use, of any stains, breakage, loss, or damage.
- The security deposit will be refunded to the user within 2 weeks, less appropriate charges for excessive cleaning or damage, less vacating and set up rescheduling fees, and less fees for non-assistance with tables and chairs at end of event.