

Fir-Conway Lutheran Church

**18101 Fir Island Road
Mount Vernon, WA 98273**

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Building and Grounds Use Policy & Application



Fir-Conway Lutheran Church
Application for Use of Church Facilities

Name of Group: _____

Date of Application: _____

____ Single Event Description of Event _____

____ Recurring use of specific rooms/areas for regularly scheduled program

____ Co-use of most/all church facilities (with terms to be determined)

Times Facilities Required: From: _____ a.m./p.m. To: _____ a.m./p.m.
(Circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Specific Date(s) required: _____

Contact Person: _____ Phone # _____
E-mail: _____

If there is a member of Fir-Conway Lutheran Church who is also a member or associate of the applying group and who will accept responsibility for directing the proper use for the facilities, please note:

Church Member: _____ Phone # _____
E-mail: _____

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against Fir-Conway Lutheran Church as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless Fir-Conway Lutheran Church and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, employees, and agents pursuant to this application.

We have read and agree to comply with the “Policies and Regulations Regarding Use of Church Facilities by Non-church Groups.”*

Printed Name and Signature of Applicant: _____
Address: _____ Phone # _____

FOR OFFICIAL USE ONLY		
Approved: _____	Yes _____	No _____ Date of Approval: _____
Rooms/areas to be used: _____		
Donations paid \$ _____		Receipt No: _____
(Note: Copy to be given to applicant after approval. Original application to be retained in church files)		

*The term “non-church group” refers to any group not sponsored by or related to Fir-Conway Lutheran Church.

Hold Harmless Agreement

I/We, the undersigned, in consideration of being allowed to use the property and/or facilities of Fir-Conway Lutheran Church in Conway, Washington, do agree to hold the said church, its agents, members and employees harmless from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities.

Executed on this _____ day of _____, 20 __

Signed _____

On behalf of (organization): _____

Facility Use Policy Non-Church Groups

Policies

Fir-Conway Lutheran Church recognizes that providing its physical facilities in support of other compatible Christian organizations and programs can increase our outreach and ministry in service to God and our community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interest of the church. The intent of this statement is to establish consistent requirements for non-church group use of our church facilities.

All non-church groups (any group not sponsored by or related to Fir-Conway Lutheran Church) desiring to use church facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the church. Further, all deposits, donations, etc., must be paid not less than two days before use of the facilities shall begin. A \$40 charge is incurred if a key is not returned. Donations for use of our facilities may be paid in cash or by check. If a check is issued, it shall be made out to Fir-Conway Lutheran Church. Renewal of permission to use stated church facilities depends, in part, on satisfactory compliance with requirements during the previous period of use. Groups that use the facilities on a year-round basis must renew their application each January 1st.

The Council of the Congregation of Fir-Conway Lutheran Church reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the church's best interest regarding property management, requirements for use of the facilities for church activities (which shall always have priority).

Requests for use of the facilities and/or equipment are to be processed through the church office. Requests will be honored on a first-come, first-serve basis as recorded on the church calendar. **Reservations will be held for seven (7) calendar days, at which time donations may be made.** Regularly scheduled activities of Fir-Conway Lutheran Church have priority over all other requests.

TERMS

The terms "single event" and "recurring use" are used throughout this policy package. "Single event" is defined as one event a year. "Recurring use" is defined as use of specific rooms/areas more than once a year for regularly scheduled programs or activities.

REGULATIONS

1. All persons and groups desiring use of the church facilities and/or equipment that are not church related must sign an agreement with Fir-Conway Lutheran Church. The agreement acknowledges the group's intent to abide by these policies and to accept responsibility for any damages to the facilities and/or equipment.
2. The using group must be an organization in alignment with the practices and beliefs of Fir-Conway Lutheran Church. The objectives of the using group and the activities conducted on church property must not be in conflict with the mission of the church.
3. Unless specific exception to this rule has been granted in writing by the governing body of the church, outside groups using church property or facilities may not charge a fee or receive monetary remuneration for services rendered on church property, except to defray:
 - A) Church usage
 - B) Instructional expenses for materials and leadership
 - C) Organizational dues or assessments to meet group operating expenses.
4. Alcoholic beverages, liquors, or other non-physician-prescribed drugs will not be permitted on Church property at any time.
5. Smoking is not permitted on church property.
6. Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval in writing. Church facilities may not be permanently decorated using any signs, symbols, etc., except as specifically approved by the Property Committee of Fir-Conway Lutheran Church. Floral arrangements may be used. Decorations must not damage the facilities or furnishings in any way. The user group must remove all decorations when finished using the facilities.
7. Candles are not permitted unless for ceremonial use. If used, lit candles must be "dripleless" and must not be placed on the keyboard or sound system. Lit candles must be placed on a plate or in a holder.
8. Building use hours are 6:30 a.m. to 10 p.m. Evening events will be concluded and the building closed by 10 p.m., unless special arrangements have been made.
9. Users groups will be responsible for leaving the facilities in a condition that is comfortable for the next using group. For example, all furniture and equipment must be returned in its customary position, the kitchen left in clean condition, dishes washed and put away, floors swept, waste baskets emptied into the outside commercial trash bin, etc.
10. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.

11. No facilities, equipment, furniture, or kitchen equipment shall be added, modified, loaned out, moved or removed without prior approval from the Fir-Conway Lutheran Church Property Committee.
12. At no time shall equipment or facilities other than those covered by prior approval be used.
13. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities.
14. The communion table may not be used for any purpose other than its primary symbolic function.
15. Youth groups using the facility and/or equipment must have adequate adult supervision. All children on church property must be under adult supervision.
16. Use of the sound system and keyboards is permitted only under the supervision of persons authorized by the Fir-Conway Lutheran Church Property Committee. If a group has a long-term agreement for use of the church facilities, arrangements may be made for training select individuals. Only after proper training will select individuals be authorized to operate the sound system and keyboards.
17. When a group terminates use of the facilities and all keys must be returned. If the user group fails to return keys, a \$40 fee is charged.

Signature of Fir-Conway Lutheran Church President, Property & Management Committee Chair, or Secretary _____

Date _____

Fellowship Hall & Kitchen Checklist

PLEASE RETURN THIS FORM TO THE BOX OUTSIDE THE OFFICE

Name of Group Using the Church: _____

Date of Facility Use: _____

At the end of your function, please check off each item as you clean up. Thank You!

- Floors:** Sweep and/or vacuum.
- Waste Bins:** Twist shut the liner, and put garbage bags in the dumpster out back. Please replace liners (found under kitchen sink).
- Table Tops & Chairs:** Please wipe table tops, and arrange chairs around the tables.
- Kitchen Counter Tops & Sink:** Wipe and dry all countertops and sinks.
- Towels & Dishcloths:** For those members of the public who are using this facility, please leave all towels and dish cloths in the sink; they will be washed by congregation members. Do not take laundry home.
- Appliances:** Wipe off any spills in/on stove, etc. Make sure food is not left in the refrigerator/freezer.
- Lights:** Turn off all lights that you turned on.
- Restrooms:** Empty waste baskets & replace liners.
- PLEASE LOCK AND SHUT TIGHTLY all doors prior to leaving**

Please note anything you found to not be in working order, such as appliances, etc. We welcome all comments!

By signing below, users acknowledge the above requirements for use of the kitchen. Thank you!

Signature _____ **Printed Name** _____

Date _____ **Phone** _____