



Fir-Conway Lutheran Church
Meeting & Event Rentals

Facilities Use Application
&
Planning Materials

Fir-Conway Lutheran Church

Application for Use of Church Facility

Name of Group: _____ Date of Application: _____

Address: _____

Date(s) of Event: _____

Time Facility is Needed From: _____ To: _____

Specify Rooms/Area Needed with the suggested minimum donation (1-2 hours):

- | | |
|--|---|
| <input type="checkbox"/> Sanctuary | \$60.00 (1-2 hours) \$20.00 fee for each additional hour |
| <input type="checkbox"/> Fellowship Hall | \$60.00 (1-2 hours) \$20.00 fee for each additional hour |
| <input type="checkbox"/> Kitchen | \$100.00 (1-2 hours) \$50.00 fee for each additional hour |
| <input type="checkbox"/> Multipurpose Room | \$40.00 (1-2 hours) \$20.00 fee for each additional hour |
| <input type="checkbox"/> Classroom | \$25.00 each (1-2 hours) \$10.00 fee for each additional hour |
| <input type="checkbox"/> Nursery | \$10.00 (1-2 hours) \$5.00 fee for each additional hour |
| <input type="checkbox"/> Parking Lot | \$25.00 (1-2 hours) \$10.00 fee for each additional hour |

Contact Person: _____ Phone Number: _____

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 the proper use of the facilities:

Church Member: _____ Phone Number: _____

E-mail: _____

For Church Office Use	
Approved: <input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of Approval _____	
Rooms/Areas to be Used: _____	
Donation Paid \$ _____	Receipt Number: _____
\$200.00 Damage Deposit (to be refunded if no damage is noted)	
Damage Deposit Paid \$ _____	Receipt Number: _____
Invoice	
Paid \$ _____	Receipt Number: _____

Copy to be given to applicant after approval. Original application to be retained in church file

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 Mount Vernon, Washington, do agree to hold the said church, its officials, employees, and volunteers, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the use of the building/premises, sustained by any person or persons, provided that any such claim, damage, loss of expenses is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property caused by the tortuous act or negligent act or omission of undersigned, its employees, agents, volunteers or subcontractors.

Printed Name and Signature of Applicant

Date

Signature of Fir-Conway Lutheran Church Representative

Date

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, such use of facilities and equipment must be controlled in the best interest of the church. This statement intends 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 when facility use is approved. A **\$200.00 damage deposit** will be held and returned when a church representative certifies that the area has been satisfactorily cleaned and returned in good condition and no items were damaged or needed to be replaced. Donations for the 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. This person will open and close the building and will be available to answer any questions during the time of your use of our church facilities.

The Council of the Congregation of Fir-Conway Lutheran Church reserves the right to accept or deny requests for the use of church facilities and to cancel or modify established agreements. 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-served basis as recorded on the church calendar. Reservations will be held for seven (7) calendar days, at which time, if required, a downpayment must be made unless prior arrangements have been made. Regularly scheduled activities of Fir-Conway Lutheran Church have priority over all other requests.

REGULATIONS

1. All persons and groups desiring to use 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 damage to the facilities and/or equipment.
2. The group must be an organization in alignment with the practices and beliefs of Fir-Conway Lutheran Church. The objectives of the group and the activities conducted on church property must not conflict with the mission of the church.
3. Unless a 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 fees
 - B) Instructional expenses for materials and leadership
 - C) Organizational dues or assessments to meet group operating expenses.
4. User agrees that it will not use the premises for any unlawful purpose, and will obey all laws, rules, and regulations of all governmental authorities while using the facilities.
5. User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending the user's function at the above-described facilities.

6. The user will see that the facility is not misused or abused.
7. Alcoholic beverages, liquors, or other non-physician-prescribed drugs will not be permitted on Church property at any time.
8. Smoking is not permitted inside the church facility. Smoking is allowed outside in the designated smoking area ONLY. All garbage pertaining to smoking must be placed in the designated smoking receptacle.
9. 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.
10. Candles are not permitted unless for ceremonial use. If used, lit candles must be “dripless” and must not be placed on the organ, piano, or sound system. Lit candles must be placed on a plate or in a holder.
11. Building use hours are 8:00 a.m. to 10 p.m. Events will be concluded, and the building will be closed by 10 p.m.
12. Users groups will be responsible for leaving the facilities in a condition that is the same, or better, then when they found it. All furniture and equipment must be returned to their customary position. If using the kitchen, the Kitchen Checklist is to be completed and signed. Any food waste or paper should be bagged and emptied into the green garbage can outside the kitchen door. Recycling can be placed in the blue bin outside the kitchen door.
13. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.
14. Nursery Rules:
 - The Nursery is for birth to 5 years ONLY
 - A parent/adult MUST be present at ALL times
 - All toys must be put away before you leave
15. 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.
16. At no time shall equipment or facilities other than those covered by prior approval be used.
17. 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.
18. The communion table may not be used for any purpose other than its primary symbolic function.
19. Youth groups using the facility and/or equipment must have adequate adult supervision. All children on church property must always be under adult supervision.
20. Use of the sound system and keyboards is permitted **only** under the supervision of people authorized by the Fir-Conway Lutheran Church Property Committee. If a group has a long-term agreement for the 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.

I 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

Date

Signature of Fir-Conway Lutheran Church Representative

Date

Adopted 3/13/2025