

Property & Facility Usage Agreement

St. Paul Lutheran Church and School -- Millington, MI 48746

APPLICATION

Group or Activity Name: _____

Name: _____ Tel: (____) ____ - _____

Address: _____ City: _____ St: _____ Zip: _____ Cell: (____) ____ - _____

Email: _____ Member of St. Paul?: []

EVENT INFORMATION

Event Date: _____

Event Times: _____

Requested Time: (Include Setup/Cleanup) _____

Event Description: _____

Added to
 Calendar: []
 Published: []
 Initials: _____
 Office Use Only

Approximate Attendance: _____ Publish in Church Publications★: []

RATES & FEES

Please select the room / areas that you are requesting use of:

	Space	Community Fee	Member Fee	Deposit *
	Activities Center (Sports) Open Gym	\$15/hr. (2 hr. min.) \$1 per person	\$10/hr. (2 hr. min.) \$1 per person	\$50
	Parish Hall Setup/Takedown ♦	\$125 Included	\$70 \$30	\$20
	Kitchen	\$30	\$30	\$15
	Pavilion	\$75	\$50	\$25
	Projects Room (Summer Only)	\$75	\$50	\$25
	Multi-Purpose Room / Other Rooms	\$30	\$25	\$15
	Key Required? ♣			\$50
	Total			

- ✱ Deposit will be refunded if all rules and regulations are met satisfactorily.
- ♦ Setup/Takedown to have staff set up tables and chairs.
- ♣ Key deposit required when rental is recurring, after hours, and needs key access to building.
- ★ Publication in Church & School publications will be considered if box is checked.

Initial: _____

POLICIES & PROCEDURES

Saint Paul Lutheran Church and School encourages the use of our facility as a resource to our members and community. SPL reserves the right to cancel the use of the facility by any group or organization. Funerals and other church sponsored functions always take priority.

Facility Usage Agreement:

- 1] All requests to use Saint Paul Lutheran Church and School (SPL) facilities must be made and scheduled through the church office.
- 2] The usage agreement must be signed by both the representative of the organization and Board of Trustees members as required below.
- 3] A reservation deposit is due at the signing of this document prior to reservation being finalized. The deposit will be returned after rental date if all policies and procedures are met satisfactorily.
- 4] Full payment for the use of the facilities is due one week prior to the event. Checks can be made payable to St Paul Church. Failure to pay will result in the rental being denied.
- 5] If a key is required for after hours access it will not be provided until full payment is made. Key may be picked up 1 week prior to first event and must be returned upon completion of event.

General Rules and Regulations:

- 1] Please leave the space in the condition in which you found it. Return all furnishings to their original locations. Diagrams are located in the room for most locations.
- 2] The Property and Facility representative named above is responsible for providing adequate supervision of activities for the duration of the rental and making sure the building is secure prior to leaving the premises.
- 3] Smoking is not allowed anywhere in the building or on the church grounds. If you must smoke, you must leave the property.
- 4] Alcoholic beverages are not allowed anywhere on church or school grounds. This includes the parking lot, pavilion, and all other areas.
- 5] The church wing of the building is not to be used for any purpose other than church related functions.
- 6] All trash receptacles to be emptied into the dumpster at the end of rental period.
- 7] Damages, equipment breakage, or repair needs must be reported to the church office immediately.

Funerals and Funeral Luncheons:

Funerals are an important part of the ministry of St Paul Lutheran Church. Due to this, funerals take priority over other scheduled events. This mainly affects the Parish Hall. Please be aware that this could affect your event. SPL will do our best to limit the impact of the funeral on other scheduled activities, however you may be asked to relocate or reschedule in extreme circumstances.

Facility Usage Fees:

Fees for using our facility can be found on the first page of this document. Extra fees may be charged for use of technology and activities center equipment. Rental fees are negotiable for regularly scheduled events.

Any event not specifically sponsored by a church board is required to pay the fees listed above. Charging an entrance fee nullifies any board sponsorship unless said entrance fee is part of the board fundraiser.

Ongoing and recurring events may negotiate special reduced pricing by contacting the trustees in person at one of their published meetings, or by written request for review.

Facility usage fees are collected and used to help offset utility costs and upkeep of the building.

St Paul Lutheran does not allow rental of any equipment for outside events (tables, chairs, etc.).

Initial: _____

Activity Center Rules:

- 1] You must have shoes strictly for practice or play. No street shoes are allowed on the wood floors.
- 2] All participants, visitors, participants children, etc. must remain in the Activities Center area. No one should be in other portions of the building, including the Parish Hall, hallways, or classrooms.
- 3] School practices take priority and if they run long you must wait in the entry area until they are complete.
- 4] Profanity is not allowed. One warning will be given. The second infraction will be cause for dismissal and possible termination of usage agreement.
- 5] Doors are not to be propped open in any way. Doing so will forfeit your deposit.

Parish Hall Rules:

- 1] All participants, visitors, children, etc. must remain in the Parish Hall area. No one should be in other portions of the building, including hallways south of kitchen or west of the church office. The Activities Center shall not be used for any reason unless also rented.
- 2] The kitchen is not to be used in any way unless the kitchen has also been rented.

Kitchen Rules:

- 1] Equipment and utensils shall not leave the premises. All equipment and utensils shall be returned to their original position upon completion of the rental period.
- 2] All equipment used shall be thoroughly washed after use.
- 3] Please bring any cleaning supplies (dish soap, trash bags, towels, etc.) needed for dishes and surfaces used for cooking.

Pavilion Rules:

- 1] Price includes water, electricity, and access to restrooms at the Southwest corner of the school building.
- 2] Rentals end at 10:00 PM. Please clean and vacate the premises by that time.
- 3] Loud music or noise is not allowed as to not disturb church functions or neighbors.
- 4] All trash must be picked up and placed in trash barrels. All barrels shall be emptied into the dumpster behind the school building at the completion of your rental.
- 5] All tables to remain on the concrete.
- 6] No fires outside UL approved fire appliances per Village ordinances.
- 7] No motorized vehicles, bicycles, roller blades, or skateboards on concrete.
- 8] Please allow others to use the playground and other outdoor facilities.
- 9] In case of inclement weather the Parish Hall may be used if available. Additional charges will apply.

Projects & Misc. Room Rules:

- 1] Price includes water, electricity and restrooms.
- 2] Only available when available and not during school hours.
- 3] Loud music or noise is not allowed as to not disturb church functions or neighbors.
- 4] Please wash and return all tables & chairs to their original locations.

Initial: _____

Liability:

The above listed and undersigned rental representative shall agree to indemnify Saint Paul Lutheran Church and School for any and all damages or to any person or persons by attending the activity. SPL may require renter to provided comprehensive general liability insurance coverage for bodily injury and property damage naming SPL as an additional insured. SPL will not be held responsible for loss or destruction of personal property. In the event of damage to Saint Paul Lutheran Church and School, the renter will accept SPL's estimate for damage and pay appropriate costs.

Signatures & Approvals

I have read and agree to the Property and Facility Usage Agreement. I understand that the space will be reserved only after the documents are approved by the authorization signatures required below and a deposit is made in accordance with the fee schedule above. I also understand that full payment is required prior to the event.

Signature: _____ **Date:** _____

Trustee Approval: _____	Date: _____
Trustee Approval: _____	Date: _____
Deposit Received: _____	Check: _____ Date: _____
Payment Received: _____	Check: _____ Date: _____
Key # Assigned (if required) _____	Returned Date: _____
Signature for Key: _____	
Deposit Returned: _____	Check: _____ Date: _____
Copy to Trustees	[]
Copy to Finance Director	[]
Office Use Only	