

Christ Lutheran Church Facilities use APPLICATION

I/we have received a copy of, have read, and understand the Facilities Use Policy and the Facilities Security Check list of **Christ Lutheran Church**. By signing this agreement I/we agree to **adhere to the policy as stated in the Facilities Use Policy**.

Name of RESPONSIBLE PERSON(s) for Event:

Name: _____

Address: _____

Phone: Home: _____ Work: _____ Cell: _____

EMERGENCY CONTACT(s):

Name: _____

Address: _____

Phone: Home: _____ Work: _____ Cell: _____

GROUP NAME: _____

GROUP AFFILIATION: (School/church/league, etc): _____

EVERYONE, Christ Lutheran Church members and non-members, making inquiry regarding the use of any CLC Facilities must do so through the church office and will be given copies of:

- 1] Facilities Use Policy
- 2] Facilities Use Application
- 3] All parties using the building **MUST** complete and sign a Facilities Use APPLICATION and AGREEMENT
- 4] Will be required to read the above documents and complete the appropriate forms.

KEY Deposit Received: \$50.00 Date _____

Date Key Issued _____ Signature _____

Date Key Deposit Refunded: _____ Signature _____

If key deposit not refunded: Why _____

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The following information is required UPON REQUEST

DAYS REQUESTED:

<u>Date</u>	<u>Day of Week</u>	<u>Hours [start & ending time]</u>

Number of Adults _____

Number of Children _____

AREA REQUESTED:

___ Sanctuary [Nave]

___ Cry Room [CRY]

___ Library [LIB]

___ Nursery [NR]

___ Youth house [HUT]

___ Media Room [MR]

___ Multipurpose room & equipment [MPR]

___ Kitchen [KIT]

___ Picnic Pavilion [PP]

___ Outdoor space [OS]

___ Other: _____

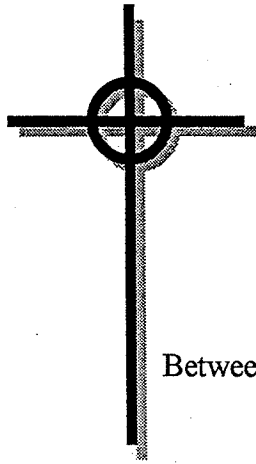
OFFICE USE ONLY

Received and scheduled by:

Signature

Date

For Calendar purposes: *Time, Event, space to be used, Today's Date, your initials*



Christ Lutheran Church

FACILITIES USE AGREEMENT

Between Christ Lutheran Church, 299 Haywood Lane, Nashville TN and

(Name of organization/person)

Building scheduled on: _____, _____ at
day date

_____ am/pm for areas as follow:
time

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Multipurpose room & equipment |
| <input type="checkbox"/> Classroom(s) | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Picnic pavilion/outdoor space |
| <input type="checkbox"/> Youth House | <input type="checkbox"/> Other: _____ |

In addition to a \$ 50.00 key deposit, building usage fees for requested areas during the above date and time are as follows:

Area	Fees (per use)
Sanctuary	_____
Classroom(s)	_____
Nursery	_____
Youth House	_____
Multipurpose Room	_____
Kitchen	_____
Picnic Pavilion/outdoor space	_____
Other	_____

I/we have received a copy of, have read, and understand the Facilities Use Policy and the Facilities Security Check List of **Christ Lutheran Church**. By signing this agreement I/we agree to adhere to the policy as stated in the Facilities Use Policy.

Name of Person responsible for Event: _____
Please Print

Mailing Address: _____

Phone #: _____ day time _____ cell
_____ evening

Key Deposit Received:

Amount: \$ 50.00 Date: _____

Date Key Issued: _____

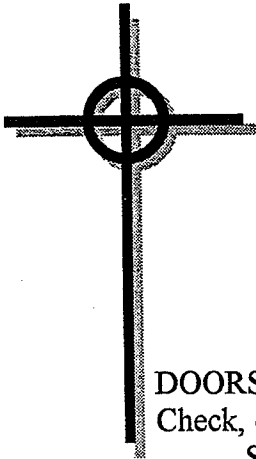
Signature

.....
Key Deposit Refunded:

Amount: \$ 50.00 Date: _____

If deposit not refunded, why:

Signature



Christ Lutheran Church

FACILITY SECURITY CHECK LIST

CLC CHURCH BUILDING

DOORS:

Check, close and/or lock the following

- Sacristy
- Sanctuary doors (leading outside)
- Office
- All front outside doors (leave middle door unlocked)
- Nursery door (opens to playground)
- Media room door to multipurpose room and child safety lock on bathroom door
- Art room door to multipurpose room and child safety lock on bathroom and closet doors
- Back outside door (both doors)

KITCHEN:

Check the following appliances and make sure they are off:

- Both ovens
- Coffee pot
- Small coffee pot for hot water

Make sure the refrigerator doors are closed

Take the trash out to the bins and replace can liners
(Brown is trash, Green is recycle)

Sweep and/or mop kitchen floor

LIGHTS:

Turn off all lights including:

- Sanctuary area
- Storage closet in nursery
- Both bathrooms in the nursery area
- Bathrooms in the main hall
- Art room
- Media room
- Kitchen

SOUND EQUIPMENT:

Turn off: (in this order)

- The keyboard
- The two amplifiers in the sacristy cupboard
- The main sound board surge protector switch on the floor to the right of the sound board

Close and lock the gate

CLC YOUTH HOUSE:

Check, close and/or lock the following:

DOORS:

Front and back doors, both door knob lock and dead bolts
Garage door

WINDOWS:

We prefer that the windows remain closed, however, if it is necessary that they be opened, make sure you close and lock all windows including the storm windows;
Replace all curtains so the windows are covered and rod is within the top of the window casing.

THERMOSTAT:

Thermostat temperature should remain at the following:

Summer: 75
Winter: 65

LIGHTS:

Turn off all lights except for the one lamp in the living room that is connected to the automatic timer.

KITCHEN:

Check the following appliances and make sure they are off:

Oven
Coffee pots

Sweep and/or mop kitchen floor

TRASH:

Empty trash from bathroom, replace can liner

Empty trash from kitchen, replace can liner

Take the trash out to the bins: (Brown is for weekly trash, Green is for recycle material.)

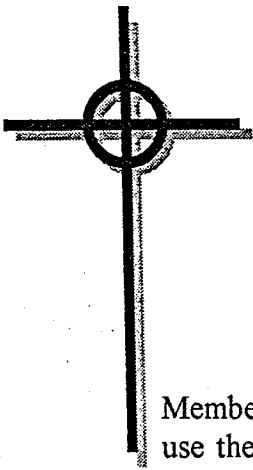
Close and lock the gate

PICNIC PAVILION

Shut off lights and fans, turn off power, replace the lock on the power box.

Remove all trash and clean up the picnic site. Place trash in the bins at the back of the church building.

Check the playground and clean up any trash and/or toys that the children may have left.



Christ Lutheran Church

FACILITIES USE POLICY

Members of **Christ Lutheran Church** and those of the community are encouraged to use the facilities at 299 Haywood Lane, Nashville TN for a variety of activities. In order to be good stewards of what God has given us, these guidelines have been established to ensure at least minimal standards of scheduling and maintenance for the building and its contents.

A. GENERAL GUIDELINES:

1. All events and activities must be scheduled through the church office. Events and activities will be done in the order of priority as listed below. In the event of conflicting dates and times requested, priority will be given to ongoing scheduled activities, pastoral requirements (i.e. weddings, funerals, etc.) and earliest reservation date and time.
 - a. **Congregational Activities:** regular worship, Sunday school and special worship times (such as Advent, Lent, Thanksgiving, Christmas, etc.) will not be compromised. Special events meant to encompass the entire congregation will be scheduled through the church office and will take priority over all other events.
 - b. **Organizational Activities:** Organizations/Auxiliaries of Christ Lutheran Church are encouraged to use the facilities for their various programs, activities and meetings. Included in this section are committees and task forces of Council, the women's, men's and youth groups, groups such as choir and Alter Guild and other future groups which have as a focus congregational participation for a targeted group. It is important to note that participation is not to be limited to membership only. Scheduling must be done through the church office.
 - c. **Individual Members:** Individuals seeking to use the facility must schedule in advance the facility through the church office. Individuals need to be clear on what the activity will be and that in some cases a fee for use may be in order. (See Section B of this document)
 - d. **Non-profit Community Organizations:** Organizations such as AA, Boy Scouts, Girl Scouts, etc are to be encouraged to use our facility at no charge provided they are willing to schedule through the church office their times of meeting and adequately clean up anything that they use.
 - e. **All other organizations/event/individuals** need to have Church Council approval concerning the use of the building and will be expected to schedule well in advance of the date(s) needed through the church office

2. APPLICATION

Everyone, Christ Lutheran Church members and non-members, making inquiry regarding the use of any CLC facilities must do so through the church office and will be given a copy of:

- a. Facilities Use Policy of Christ Lutheran Church;
- b. Facilities Use Application;
- c. All parties using the building must complete and sign a Facilities Use Application and Agreement;
- d. Will be required to read the above documents and if they are interested in using said facilities, an appointment will be made with the Committee Representative who will review the documents with them.

3. Anyone using the building is expected to leave the facility at least as clean as they found it, with all items used returned and properly cleaned, to where they were found. The building shall be secured by the responsible person (normally the one who scheduled the event). Failure to clean up and/or secure the building may result in Church Council action to suspend activities for that group or deny future use of the building.

4. It is expected that the following guidelines will be strictly adhered to when using the building:
- a. Smoking is not allowed in the building;
 - b. Illegal substances and firearms are not permitted on the property
 - c. Food and beverages are not to be consumed in the Nave and Chancel of the building;
 - d. Groups comprised of young people (age 18 and under) shall have at least two adults present at all times, regardless of the size of the group. No person under the age of 21 shall have a key in order to gain access to the building;
 - e. In the event that items are damaged or broken, responsible parties will be liable for replacing or repairing of such items. Information regarding malfunctions of any kind is expected to be forwarded to the church office immediately. This is required of Christ Lutheran Church members as well.

B. GUIDELINES FOR SPECIFIC EVENTS

1. Weddings:

- a. Members of Christ Lutheran Church: After proper consultation and counseling with the Pastor, a member of Christ Lutheran Church is encouraged to use the facility for his/her wedding. There is no charge for

the use of the building by a member. However, a member needs to know that there are certain financial obligations:

1. Organist: Fee is to be negotiated with the Christ Lutheran Church Music Director. Any organist not employed by Christ Lutheran Church must be approved by the Music Director.
 2. Custodian: A \$ 50.00 cleaning fee for the sanctuary or a \$ 75.00 cleaning fee in the event that both wedding and reception take place in the building. The fee for cleaning (either check made out to the custodian or cash) must be in the church office one week prior to the wedding.
- b. Non-members of Christ Lutheran Church: After proper consultation with the Pastor, non-members are encouraged to use the facility with the following fee structure:
1. Organist: Same as above B.1.a.1
 2. Custodian: Same as above B.1.a.2
 3. Facility: Wedding only (Nave and Chancel) \$ 500.00
Wedding and reception \$ 600.00
- Fees are payable to Christ Lutheran Church one week prior to the wedding and/or reception.
- c. General guidelines A.2 and A.3 are expected to be adhered to. In addition to these guidelines, bird seed, rice and live rose pedals are not allowed inside the building. In the event that any of these items are found in the building an additional cleaning fee of \$ 300 will be assessed to the bridal party.
- d. Wedding Receptions: A meeting with a Christ Lutheran Church Properties Committee representative is in order to assist individuals in familiarizing them with the equipment and items available to them for use at the reception. PLEASE NOTE: CLCW Kitchen Committee and/or Church Hostess(es) does/do not do receptions. Use of items in the kitchen by members needs approval from the CLCW Kitchen Committee/Church Hostess(es). Use, care and cleaning of those items will be at the discretion and direction of the CLCW Kitchen Committee/Church Hostess(es).
2. Funerals:
There will be no charge in the event that a funeral is conducted from the church.
 3. Baptismal dinners/Wedding rehearsal dinners/Anniversaries/Reunions/Other similar events: People desiring to use the facility for special events must schedule building usage, in advance, through the church office. General Guidelines (Section A) as well as Guidelines B.1.d apply. Additionally, there will

