



Good Shepherd Lutheran Church

Seeking the lost. Serving the hurting. Tending God's Flock.

RENTAL APPLICATION / AGREEMENT

FACILITIES USE POLICY:

Good Shepherd Lutheran Church encourages the utilization and sharing of our facilities, while maintaining a responsible stewardship of these facilities. We have a responsibility to share our gifts in a way harmonious with the Good Shepherd Lutheran Church Mission Statement.

The Good Shepherd Lutheran Church Board of Trustees are responsible for agreements/permission to use the facilities of the Church. The Trustees are accountable directly to the Good Shepherd Lutheran Church Council. At each Church Council meeting, a report will be made to the Council of any and all facilities use requests, contracts, and the decisions of the Board of Trustees.

The facilities of Good Shepherd Lutheran Church are available to all Good Shepherd Lutheran Church members, non-profit organizations of educational, character-building, or religious nature consistent with the Lutheran Church-Missouri Synod. The event must be family related, charitable, community service, or parish related. Any event outside of the aforementioned must receive prior approval of the Trustees and the Church Council and may require a supplement agreement.

THE GOOD SHEPHERD LUTHERAN CHURCH COUNCIL RESERVES THE RIGHT TO CANCEL THIS AGREEMENT AT ANY TIME AS THEY DEEM NECESSARY.

GENERAL RULES:

- *The individual requesting use of the facility is responsible for reading and signing this agreement prior to the event.
- *There will be NO alcoholic beverages or smoking in the Church or on Church grounds.
- *No admission fee may be charged. However, a "suggested donation" or "free-will offering" may be taken.
- *The individual or group using the facility will be responsible for their own set-up and layout of the room or rooms being requested. The facility must be returned to the condition in which the person, group or organization originally found it immediately following their scheduled event.
- *If the kitchen is to be used all utensils are to be cleaned and returned to the proper storage area. All surface areas should be cleaned. Any leftover food and beverages must be removed from the premises upon completion of the event. If leftover nonperishable food is donated for Church use, it must be properly stored and labeled. (Please mark items with "CONTENTS", "DATE", "DONATED"). Additionally, we ask that you notify a Church official of the donation. Please see additional information from the Good Shepherd Ladies Guild regarding separate fees for use of the kitchen.
- *NO FOOD OR BEVERAGES ARE ALLOWED IN THE CHURCH SANCTUARY.
- *Trash must be placed in proper bins. Please pay special attention to our effort to recycle certain items.
- *If decorating: NO tape, tacks, wire or nails are allowed on walls, windows, ceiling, doors, or Church pews. (Use of adhesive putty needs to be pre-approved).
- *If the activity or event is outside of normal business hours, it is the responsibility of the individual to make arrangements with the Church Staff or Trustees for access to the building prior to the event.
- *Church premises will be vacated no later than midnight.
- *All lights must be turned off and all doors and windows must be closed and LOCKED upon completion of the event.
- *No property may be removed from Good Shepherd Lutheran Church at any time.
- *The person signing the agreement is responsible for any damages to the Church property or equipment.
- *The person, group, or organization agrees to indemnify and to hold Good Shepherd Lutheran Church harmless from and against any damages, claims, or demands arising out of or related to the use of Church facilities or grounds by any person on the premises because of or related to the scheduled activity, regardless of negligence or wrong doing by Good Shepherd Lutheran Church, or its assignee, and agrees to indemnify Good Shepherd Lutheran Church for all expenses, including attorney fees, arising out of any claims.

From time to time there may be special circumstances which will be taken under advisement by the Board of Trustees and/or the Church Council.

Please feel free to contact the Board of Trustees for any additional questions regarding this agreement or special events or uses outside of the previously listed allowable activities. Please allow ample time for any special requests to be presented to the Church Council for approval.

DETAILS REGARDING THE EVENT:

Person Responsible _____ Group Name _____
Address _____ Phone/Cell Phone _____
Date of Activity _____ Time of Activity _____
Type of Activity _____
Rooms Required _____ Approximate # of Attendees _____

I have read and fully understand and agree to the Policies/Donation guidelines for using Good Shepherd Lutheran Church facilities.

Signed _____ Date _____

Approved _____ (Trustee)

Approved _____ (Trustee)

Requires Approval from 2 Trustee's Approved via phone Approved via Email (attach a copy)

MEMBERS SUGGESTED DONATION:

USE OF THE KITCHEN (EVEN TO STORE FOOD): \$50.00 donation. Payable to Good Shepherd Ladies Guild

Sanctuary use for weddings and funerals: No Charge

Any property use without Church access: No Charge

Use of Fellowship Hall or Classrooms: No Charge

NON MEMBERS OR OTHER ORGANIZATIONS/GROUPS SUGGESTED DONATION:

Sanctuary use for weddings and funerals: \$400.00

Any property use without Church access: No Charge

Use of Fellowship Hall or Classrooms: \$250.00

Donation for ANY use of Kitchen (EVEN TO STORE FOOD): \$50.00 (Payable to Ladies Guild)

\$50.00 refundable deposit for use of facilities. Payable to Good Shepherd Lutheran Church

Donation to Good Shepherd Ladies Guild serving funeral luncheon: \$200.00 (Payable to Ladies Guild)

EXAMPLE: A non-member arranges to have a spouse's funeral service at our Church. The family wants to have a catered luncheon following the service in the Fellowship Hall. The caterer will be using the kitchen just to make final food preparations. The donation would be \$400.00 + \$250.00 + \$50.00 = \$700.00

Effective 6/10/2015; rev. 2/7/2019; rev. 3/11/2020; rev. 3/9/2023