

## **Pella Lutheran Church Building Use Policy**

We at Pella Lutheran Church are pleased to be able to share our building with the community. It is our desire to provide a comfortable, clean, and accessible space for meetings, receptions, or other gatherings, whether one-time events, or on-going activities. Our building is available for use both by church members as well as persons not affiliated with Pella for purposes not inconsistent with provisions as further set out below:

Priority of facility use will be considered as follows:

1. Pella Lutheran Church activities and programs-including Synodical events.
2. Church members
3. Non-profit service groups
4. Other groups

Scheduling of building use for one-time events will be done by the church office, with the approval of the pastor(s). Requests for multiple/on-going building use will be subject to council approval.

*A Request for Use of Facilities* form must be filled out and turned into the office for approval at least two weeks prior to desired date of event. Forms for on-going use of facility are required *at least* thirty days in advance.

**BUILDING USE AGREEMENT MUST BE EXECUTED AND PROVIDED TO OFFICE STAFF PRIOR TO USE.**

All activities that occur in the church or on the surrounding property shall be in keeping with the mission and vision of Pella Lutheran Church. Our mission statement is “With Christ, we welcome, nurture, equip and serve.” We are a Christ-centered church that strives to welcome all people into an environment that promotes healthy living in all aspects: spiritual, emotional, and physical. Our expectation is that all who use our facility will refrain from language that is profane and/or degrading to others. Use of tobacco and alcohol *is not allowed*.

Persons under the age of eighteen are not to be on church property without an adult present.

- **Setup and take down is the responsibility of requesting party.**
- **Please return premises how you found it or better.**

Updated 5/14/19

## **Check List – Before Leaving Building**

*Extra supplies, i.e., toilet tissue, tissues and paper towels can be found in the third cabinet from the left side of storage area in the Gathering Commons (main entryway open area).*

### **A/V Equipment**

- \_\_\_\_\_ Projector – Shut off
- \_\_\_\_\_ Audio/Visual Equipment – Shut off
- \_\_\_\_\_ Screen – Return to up position

### **Kitchen/Fellowship/Other**

- \_\_\_\_\_ Coffee Pots – Shut off, return pots to kitchen and clean
- \_\_\_\_\_ Ovens – Shut off; clean if necessary
- \_\_\_\_\_ Dishes – Clean and return to where you found them
- \_\_\_\_\_ Dishwasher – Follow clean-up procedure and shut off
- \_\_\_\_\_ Refrigerator/Freezer – Remove items; if leaving items, label with purpose and date
- \_\_\_\_\_ Counters – Wipe off
- \_\_\_\_\_ Tables/Chairs – Wipe off and straighten up
- \_\_\_\_\_ Floors – Pick up; sweep if necessary (broom can be found in kitchen pantry); vacuum if necessary (vacuum can be found in northeast storage room of Fellowship Hall)
- \_\_\_\_\_ Garbage – Take to dumpsters (southeast side of building); re-line containers (bags can be found in the third cabinet from the left side of storage area in the Gathering Commons)

### **Bathrooms**

- \_\_\_\_\_ Toilets – Make sure all have been flushed and not running

### **General**

- \_\_\_\_\_ Lights – Shut off all
- \_\_\_\_\_ Doors – Lock all; make sure all latch securely
- \_\_\_\_\_ Key – Return to the office

*We are blessed to share our facilities with you. Thank you for leaving everything in great shape!*

**Pella Lutheran Church  
Request for Use of Facilities**

Type of Event: \_\_\_\_\_ Date & Time of Event: \_\_\_\_\_

Name of Contracting Group/Host: \_\_\_\_\_

Contact Person (Contracting Party): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Room(s) requested:	Fees*: ½ Day-4 hrs	Full Day	Deposit
_____ Commons/Fellowship Hall	\$150	\$250	\$50
_____ Classroom(s) # _____	50	75	50
_____ Music/Media Room	100	175	50
_____ Nursery	50	75	50
_____ Library	50	75	50
_____ Fellowship Hall Kitchen	150	250	100
_____ Basement meeting rooms	50	75	50
_____ Basement Kitchen	50	75	50
_____ Tech usage			100
_____ Stage setup/take down			100
_____ Sound Tech on duty			50

*\*Subject to wavier for Pella members and non-profit organizations.*

Special needs/requests:   If you need to use a computer/overhead, please let us know so you can be shown how to use the equipment. (Instructions in the cupboard.)

\_\_\_\_\_ has key and will open/lock **OR** \_\_\_\_\_ has key and will open/lock

\_\_\_\_\_ Proof of insurance/co-insurance (not needed if on file or personal/social groups)

Please remember to return all equipment to their previous location

(406) 433.3350 or Fax (406) 433.3352

*Fees for events may be adjusted by the Pastor(s) or the Congregation Council.*

BUILDING USE AGREEMENT (Page 2)

Whereas \_\_\_\_\_ is hereafter referred to as “contracting party”.

The Contracting Party agrees to hold Pella Lutheran Church harmless from all claims arising from Contracting Party’s use, conduct, or management of the facility, grounds or contents including damage or theft of or to property, when such claims arise out of the acts of omissions of Contracting Party or usage by Contracting Party. Contracting Party further agrees to hold Pella Lutheran Church and the Evangelical Lutheran Church in America (ELCA) harmless from all costs, attorney’s fees, expenses and liabilities incurred in connection with such claims.

The Contracting Party, represented by the undersigned, agrees to observe all existing policies as stated in the Pella Lutheran Church Building Use Policy. The Contracting Party may not transfer, mispresent or abuse scheduling requests.

Signature below indicates a guarantee by the signee that all users and families have been informed of and agree to the above.

\_\_\_\_\_  
Signature of Contracting Party Date

This request approved by:

\_\_\_\_\_  
Pella Church Representative Date

**Fire Code Occupancy**  
Fellowship Hall 238  
Sanctuary 258