



Cross Lutheran Church Facility Policy

This congregation will make the church facilities available for use as outlined below:

Church Members

Members of this congregation may use the building for events such as receptions, recitals, showers, open houses, celebrations, funerals and weddings at no charge.

Members who are involved in non-profit or charitable organizations and community groups may host events for those groups at the church for no charge.

Community Outreach

Religious, non-profit, charitable and community organizations and individuals may use the church for purposes such as meetings, receptions, open houses, weddings, and funerals. The charge shall be \$45/hr. for the sanctuary and \$30/hr. for the kitchen/fellowship area. Persons reserving the facility shall be responsible for the items outlined below.

For-Profit Organizations

For-profit organizations may reserve the church at the following rates: members \$50/hr. for the sanctuary and \$30/hr. for the kitchen/fellowship area; non-members \$65/hr. for the sanctuary and \$45/hr. for the kitchen/fellowship area. Persons or organizations reserving the church must take responsibility as outlined below. A for-profit event is an event with the intended purpose or result to provide revenue of a business nature to anyone involved or attending the event.

Deposit/Cleaning

A cleaning deposit of \$100 shall be required with the reservation. Groups that meet on a regular basis at the church shall pay a cleaning deposit before their first meeting or at the first of the year. The deposit will be returned after the last meeting or at the end of the year if the church is returned to ready-to-use condition after each meeting.

1. Clean and return tables, chairs and kitchen items to their appropriate storage place(s).
2. Clean kitchen sink and counters.
3. Remove leftover food from event; do not leave in refrigerator.
4. Empty trash containers into dumpster in parking lot. Re-line trash containers with appropriate plastic liners found in kitchen cabinet below the sink.
5. Turn off/unplug, as appropriate, any appliances used.
6. Extinguish all candles.
7. Remove all user-provided equipment, such as music equipment.
8. Turn off all lights, including in the bathrooms.
9. Lock all doors.

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The person or group who reserved the church is responsible for returning the facility back to a ready-to-use condition at the conclusion of the event. They are responsible for the above tasks and must return the key to the church office within 5 days of the event.

Reservations

Any person or organization reserving the church must first clear the request with the church office to confirm the available dates. Proof of insurance, if applicable, must be given to the church office at the time of reservation. This congregation reserves the right to refuse or cancel the reservation if needed. The church office will advise the person or organization as soon as the conflict is identified and will refund or return the fee/deposit. Any persons or organizations reserving the church that are subject to the above fees must make the payment at the time of the reservation. Any organization requiring multiple or recurring date reservations should advise the church office at the time of the first reservation. Persons or organizations making reservations are responsible to provide the church office with all available daytime and evening contact details on the back of this form.

Other requirements and agreements:

- Smoking is not allowed in the church building.
- Airborne items such as rice and confetti are prohibited.
- Use of church storage space is prohibited.
- Nothing of a permanent nature may be attached to walls or doors. Meeting materials may not be stored at the church.
- Loaning of church furniture, dishes and kitchen equipment is not permitted due to the general wear associated with loading and moving.

FACILITY USE AGREEMENT



Cross Lutheran Church
 1246 County Road TT, Roberts, WI 54023
 715-749-3551 | churchoffice@robertscrosslutheran.com
www.robertscrosslutheran.com

This agreement is by and between Cross Lutheran Church and the following:

User (Organization, group or individual):

Contact Person:

Phone:

Email:

Address:

City, State, Zip:

Purpose/Activities:

Requested Date(s):

Time(s):

For the use of: Sanctuary Kitchen Fellowship area
 Sound system Video system Other:

1. User agrees to pay Cross Lutheran Church \$ _____ for the use of the premises.
2. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
3. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of Cross Lutheran Church, which is a biblically-based religious institution.
4. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
5. Organizational Users: User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to Cross Lutheran at the time of reservation. The certificate of insurance will indicate that User has made Cross Lutheran an "additional insured" on User's policy with respect to the use of the church.
6. User agrees to hold harmless, indemnify and defend Cross Lutheran Church (including its agents, employees and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury or property damage which may result from any person using the above-described premises, its entrances and exits and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of Cross Lutheran Church (including its agents, employees and representatives) or otherwise.

CROSS LUTHERAN

USER

Signed:

Signed:

Position / Title:

Position / Title:

Date:

Date: