

## Faith Lutheran Church Building Use Policy & Procedure

Faith Lutheran Church is a fellowship (FLC) of people committed to "Serving their neighbor". FLC welcomes such benevolent and volunteer activities that are oriented toward personal, social and spiritual growth.

**Purpose:** To enumerate the financial arrangements and terms of use of FLC's facilities.

**Application:** The requesting group will complete the Facility Request Form and it will be forwarded to the Congregational Council for their consent at their next meeting. Council meets every third (3<sup>rd</sup>) Monday of each month. A copy of this form will be attached to the Request Form for further action.

If time is critical, written notice of approval or denial shall be given to the Administrative Assistant or designee. If there are no time constraints, the meeting minutes of FLC Council will suffice as notice whether approval or denial is given. The Administrative Assistant or designee signs the Facility Request Form if approval is given by FLC Council, notifies the group whether approval or denial is given and the approved activity(ies) are then noted on the FLC calendar.

- A refundable deposit of **\$250.00** will be required upon notification of approval of the facility use. A **\$25.00** (up to 4 hrs), **\$50.00** day use (5-8 hours), **\$100.00** for overnight use, non-refundable cost off-set will be required upon approval of facility use. Any group larger than 25 (for any amount of hours), will be charged **\$1.00** for each additional person.
- A "Walk through and Check off list" will be completed before the facility is in use. The "Walk through and Check off list" will again be completed at the end of the designated time of the event. If the facility is found in unacceptable condition, charges for damage, clean-up or other areas of concern will be deducted from the \$250.00 deposit.
- Building use for a Ceremony is \$100.00 for the building and if a reception is held after the ceremony, another \$100.00 is added. Expected donations for pastoral services and music services are made in consultation with the pastor and musicians. Normal offerings for these services are \$250.00 for pastoral services and \$100.00 for musician service.
- The piano and/or Clavinova will **NOT** be moved at any time. If the piano is moved at any time, there will be a cost for re-tuning.
- The sound system will **NOT** be used at any time, unless arrangements are made and the system run by a designated church sound person.
- There are no shower facilities available.
- Areas for sleeping are defined as follows: Narthex, Sanctuary and Fellowship rooms ONLY.
- Cancellation of this agreement will require a 2 week written notice prior to your event. The \$250.00 deposit and cost off-set will be returned upon receipt of the written cancellation.
- Exceptions to the utility usage: Boy Scouts, pack #152, Cub Scouts pack #42, Cub Leader training, Tears & Rainbows and FLC sponsored groups or any other group designated by the Congregational Council.

FLC desires to make the building and property, for which we are entrusted, a place of meaningful help to the members of the congregation and community alike.

I understand Faith Lutheran Church's Building Use Policy, Procedures and Applications

Organization's Signature

*[Signature]*

Date

*3/8/19*

FLC Designee Signature

Date

**Faith Lutheran Church  
Facility Request Form**

Please describe your proposed use of the building and property of Faith Lutheran Church within the following conditions.

1. The purpose for use is to use as our home-base in the evenings while competing at UNR
  2. List all areas/rooms to be used All rooms
  3. The time of use is (month, day, year and hours) April 25-28, 2019 in the evenings
  - 3a beginning date: April 25, 2019 End date: April 28, 2019 Reviewed annually (for council use only)
  4. It is further understood that activities will:
    - a. Keep within those limits that will not distract other persons using the church.
    - b. Possibly assist with other groups using the church with their needs.
    - c. Use only supplies and equipment for which provision has been made.
    - d. Assist with the replacement of equipment broken or repair of property damage that occurs
- while using the property or any church equipment.
- e. Clean-up will be done by the members of the group.
  5. FLC is not to be held liable for the damage or loss of property belonging to the group or any member of the group that is located on the property or within the building.
  6. FLC does not provide storage
  7. FLC is not held liable for any personal injury that might occur while being a participant in the activities of the group upon the property or within the building.
  8. Any and all groups using the building of FLC must provide a copy of their liability insurance policy.

Organization's Name: Dos Puercos High School Jazz Choir

Contact Name, address, phone number and e-mail: Courtney Anderson

7266 Alameda Ave, Goleta CA 93117, (805) 968-2541 x4598, Courtney.Anderson@SBUnifed.org

Other Information/alternate contact information: \_\_\_\_\_

Faith Lutheran Church Council Approval: \_\_\_\_\_



1. DP Jazz Choir agrees to pay Faith Lutheran Church a refundable deposit of \$250.00 for the use of FLC building or property.

DP Jazz Choir also agrees to pay Faith Lutheran Church a non-refundable fee of \$ 300 to off-set costs.

2. DP Jazz Choir agrees to pay Faith Lutheran Church for use of the Faith Lutheran Church facility and grounds for the purpose of using as our home base in the evenings for dinner, rehearsals, and sleeping.

\_\_\_\_\_ and will comply with all Policies.

Meg Jette  
Asst. Supt. of Business  
Santa Barbara Unified SD

Meg Jette  
Organization Signature

3/8/19  
Date

\_\_\_\_\_  
Faith Lutheran Church designee Signature

\_\_\_\_\_  
Date

Faith Lutheran Church  
Walk-through and Check of list

Prior to Event

After Event

_____	Property is in clean and orderly condition	_____
_____	Bathrooms are clean	_____
_____	Kitchen in clean and orderly condition	_____
_____	Piano in its designated location	_____
_____	Clavinova in its designated location and off	_____
_____	Organ turned off	_____
_____	Pulpit clean and orderly	_____
_____	All trash and paper removed to trash container	_____
_____	Electrical outlets and switches in working order	_____
_____	Thermostats set and in working order	_____
_____	Narthex clean and in good condition	_____