

Our Redeemer's Lutheran Church

Facilities Usage Information

Rev. May 11, 2016

Welcome

Welcome to Our Redeemer's Lutheran Church. The following are policies and procedures established for our ministries and the community for building use. It is important to read, understand, and become familiar with these policies and comply with the guidelines that have been established

Our Redeemer's Lutheran Church reserves the right to modify, supplement, or revise any policy, provision, or fee, with or without notice, as it deems necessary or appropriate.

Contact

All meeting and event scheduling will be handled by the Facilities Director (406-442-7842)

Qualification for Use of Facility

Our Redeemer's Lutheran Church requires that all users follow these guidelines. It is the responsibility of the "authorized representative" identified on the Application Form to notify all participants of these guidelines. We reserve the right to cancel any facility use agreement at any time based on Our Redeemer's Lutheran Church ministry needs.

The use of Our Redeemer's Lutheran Church facilities is open to business, non-profits and individuals. Individuals may request usage of the facilities for personal use. Our Redeemer's Lutheran Church facilities are not for use by any group or groups advocating a specific political party or position, or whose goals are contrary to the mission and vision of Our Redeemer's Lutheran Church.

**Disclosures must be made to Our Redeemer's Lutheran Church regarding any situation or activity that would put Our Redeemer's Lutheran Church or its members at risk.*

Application fees are to be paid no later than 15 working days from the date of the application. After that time, the reservation will be cancelled. For all uses after 5 p.m. or on the weekends which are not organized or sponsored by a member of Our Redeemer's Lutheran Church a \$50 refundable deposit will be required.

General Conditions

Loss and Liability

Our Redeemer's Lutheran Church, its officers, and employees shall not be liable for loss, damage, injury, or death to persons or their property as a result of the use of Our Redeemer's Lutheran Church facilities. Persons and/or organizations using the building hereby agree to indemnify Our Redeemer's Lutheran Church, its officers, and its employees and hold harmless from all claims for loss, damage, injuries, or any casualty whatsoever.

Our Redeemer's Lutheran Church is committed to providing a safe environment for employees, members, and visitors. All groups using the facility will provide Our Redeemer's Lutheran Church a single point of contact at the time the application for use is completed. The group is responsible to pay for any damages to or loss of congregation's property that may result from its activity. Damages or other problems are to be reported to Our Redeemer's Lutheran Church immediately.

A key will be issued as required to the designated contact, and must be returned to the Facilities Director by the end of the first business day after the scheduled event. If the key is lost, the cost of replacing the key and rekeying doors as required will be deducted from the security deposit.

Room Setup / Cleanup

Room setup will be handled by the user group unless other arrangements have been made. All areas of the building shall be returned to the same condition the user group found them in at the beginning of the activity. An additional charge may be levied to the "authorized representative" or deducted from the deposit if extraordinary cleanup or maintenance is required.

Building Hours

Our Redeemer's Lutheran Church will be available for activities for the general community on most evenings. Nothing may be scheduled on Wednesdays. Church related activities may necessitate refusal of a request to utilize a room or area. No activities, other than church sponsored activities, may take place in the building after 9:30 p.m. Locking of the building occurs at that time and all areas must be vacated.

Advertising

All advertisements of activities and events held at Our Redeemer's Lutheran Church shall not imply any sponsorship by Our Redeemer's Lutheran Church for those activities and must be approved by the Facilities Director. Any posters, notices, or displays for your event may not be posted to walls within the facility. Approval of an event at Our Redeemer's Lutheran Church does not imply nor guarantee publicity of the event or organization within Our Redeemer's Lutheran Church publications or websites. Our Redeemer's Lutheran Church reserves the right to monitor and limit posted information.

Restrictions

Use is limited to the requested room(s) and individuals are not permitted in any other part of Our Redeemer's Lutheran Church facility. No other uses or use of rooms shall be permitted other than those listed in the application and for the number of attendees listed thereon.

Supervision must be provided at all times by responsible adults appropriate in number for the size of the audience in attendance. Persons under the age of 21 shall not be permitted in the building without adequate supervision by adults.

Smoking, alcohol, and controlled substances are strictly prohibited on the Our Redeemer's Lutheran Church campus including the parking lot. It is the responsibility of the applicant to inform all those using the facility of these policies.

Weapons (firearms, weapons, fireworks or open fires) are not allowed in or around the church building, parking lot, or green spaces.

Food and Drinks are to be served and consumed only in tile or linoleum areas of the building. Any event serving food or drinks must be hosted in the Great Room or Community Room.

Equipment: Use of Our Redeemer's Lutheran Church does not include the use of any equipment (AV, computer, or office equipment) or materials which are the property of Our Redeemer's Lutheran Church. Due to wear and tear from transportation and use, tables, chairs, and other equipment will not be permitted to be used outside the Our Redeemer's Lutheran Church building except for church sponsored events.

Parking: Employees, members, and visitors shall park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Our Redeemer's Lutheran Church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

Lost and Found

Our Redeemer's Lutheran Church will not be responsible for personal property that is lost, damaged, stolen, or destroyed. If you happen to find personal belongings that have been lost by another person, please turn them into the church office.



Our Redeemer's Lutheran Church Building Use Fees

Room	Fee
Fellowship Hall/Great Room	\$350
-with kitchen usage	\$450
Community Room	\$75
Class Rooms	\$25
Sanctuary	\$350
Late lock up: After 9:30 pm	\$150
Key Deposit (refundable)	\$50

See Our Redeemer's Lutheran Church Wedding Guide for wedding related usage fees.



3580 N Benton, Helena, MT 59601

Facilities Use Application

Date of Application: _____

Name of Group: _____

Authorized Representative: _____

E-mail _____

Address: _____

Phone (Home/Cell) _____ (Work) _____

Event Contact (If different than Representative) _____

Phone (Home/Cell) _____ (Work) _____

Purpose for Building Use: _____

Date(s) needed: _____

Start Time: _____

End Time: _____

(Dates may not be scheduled more than nine months in advance, except with specific permission)

Will the event be recurring?

- One time only Monthly Weekly Multiple Days

Which day(s) of the week?

- Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday

Rooms Requested:

- Sanctuary Community Room Great Room Kitchen
 Class Room(s)-specify _____

Anticipated Number of Participants: _____

Will a participant fee be charged? Yes No

Will food or drink be consumed? Yes No

Special Needs or Requests:

Release and Indemnity

This Release and Indemnity agreement is between the above-named organization (“Organization”) and Our Redeemer’s Lutheran Church.

The undersigned has read, understands, and agrees to the rules and regulations and payment terms set forth in the Facilities Usage document and Fee Schedule provided. The user group is liable for damages to the buildings, to grounds, to furniture, and/or to equipment and for the safety of all guests. The user group will be held responsible for the costs of repair that exceeds normal wear and tear. The security deposit will be used to pay for such costs. Costs that exceed the amount of the security deposit will be charged to the user group and collected after the event. The user group also agrees to indemnify and hold harmless Our Redeemer’s Lutheran Church from any loss, damage, or liability to property or persons resulting from facility use.

Signature: _____

Print Name: _____

Title: _____

VISA/MC Number (Required) _____

Exp. Date: _____ CVV Code: _____

Billing Address: _____

Internal Use

Room Fee(s):	\$
	\$
	\$
Late Lock Up	\$
Refundable Deposit	\$
Total Fee	\$

Entered in Calendar Payment Received Staff Notified