

**ATONEMENT LUTHERAN CHURCH
FACILITY USE GUIDELINES AND PROCESS**

Atonement Lutheran Church Building Use Guidelines include these four parts:

- Part 1. General Facility Use Guidelines
- Part 2. Facility Use Application
- Part 3. Release and Indemnity Agreement/Proof of Insurance
- Part 4. Facility Use Request and Approval Process and Fee/Rate Schedule.

Parts 1, 2, and 3 are given to the person representing the group requesting use of Atonement Lutheran Church Facility to read, complete, and sign; and Part 4 describes the review and approval process and contains the Fee/Rate Schedule used to calculate the appropriate fees.

**ATONEMENT LUTHERAN CHURCH
PART 1. GENERAL FACILITY USE GUIDELINES**

In the name of Christ, WELCOME!

Welcome to Atonement Lutheran Church, a Christian faith-community that has constructed this building for the congregation's life of worship, learning, witness and service.

ALC's Purpose Statement is:

We are called to celebrate God's love & grace, trust in the Holy Spirit's guidance, and serve as disciples of Jesus Christ in the World.

Our Guiding Principals are that:

1. Jesus is our Lord and Savior
2. God gathers us as a community to be strengthened in faith.
3. God calls us to welcome all.
4. We grow in the grace and knowledge of Jesus Christ
5. Everyone has gifts to share.
6. We are sent to courageously serve Christ IN THE WORLD.

Our building is not a private clubhouse. You are welcome here. We receive many requests for the use of this building. You are here because your presence relates to the broad scope of our purposes as a congregation.

We ask that you look over the following guidelines and complete and submit the facility use application form and release and indemnity agreement or proof of insurance to the Atonement Lutheran Church Building Use Coordinator. The fee, if applicable, is intended to reimburse Atonement Lutheran Church for costs for utilities, regular custodial service, and wear and tear. Payment in full must be made prior to your event.

Requests for facility use must generally be received at least thirty (30) days prior to your event. This amount of time is needed for processing this request. You will be notified by the Building Use Coordinator upon approval or disapproval of the application.

General Facility Use Guidelines

- * Any organization using Atonement Lutheran Church facilities must conduct themselves in accordance with all Atonement Lutheran Church conduct policies described in this section.
- * Smoking is not permitted within the Church building. Alcoholic beverages and illegal substances are not permitted in the Church building or on Church property.
- * Use of candles is permitted only with special approval and following special procedures.
- * Permission to use the piano must be granted by the Pastor or a member of the music staff.
- * Fundraising is not allowed within Church facilities unless approved by Church Council. Additionally,
 - Admission fees may not be charged to attend any activity at Atonement Lutheran Church unless approved by the Church Council.
 - Items such as books, art work, musical recordings, etc. may not be made available for direct sale at activities held at Atonement Lutheran

Church unless approved by the Executive Committee. However, order forms for the sales of materials may be distributed.

- Solicitations for donations or memberships are not allowed.
- * Childcare is not provided. Appropriate adult supervision_of children is required at all times, throughout the building.
- * No publicity that contains references to Atonement Lutheran Church and no notice of any activity to be scheduled in the Sanctuary may be published or distributed until cleared by the Church Building Use Coordinator.
- * The staff of Atonement Lutheran Church is empowered by the Church Council to implement all policies and guidelines.
- * The person completing the facility use application form will be responsible for preparation regarding access and security for the space requested and for the payment of the fees.
- * Regular building users are required to maintain insurance protecting against injury, damage or loss occurring at Atonement Lutheran Church. This requirement may be waived for one-time or occasional users; however, in such cases, the building user still accepts responsibility for damages or harm, and Atonement Lutheran Church assumes no liability.

We expect that you will treat the facilities and equipment with the care you would give to your own. It is our request and expectation that you will:

1. Leave things as you find them

- If you set up, take it down (unless special arrangements have been made with the church secretary). If you take it down, set it up again.
The Sanctuary has been furnished for Atonement Lutheran Church worship. Outside users must agree to the existing layout for their use.
- If you make a mess, clean it up.
- If you serve food, clean the area where food is served and consumed.
No food or drink is permitted in the Sanctuary.
- If you get something out, put it away.
- If you turn it on, up or down, remember to turn it off, down or up.
- If something is damaged, report it. If you did it, accept responsibility for it.

2. Shut all windows and doors before you leave the facility. If you are the only or the last group using the facility that day, ensure that the doors are shut and locked.

3. Respect the priority we must claim for our own parish needs and activities.

- Do not move into spaces or times that were not approved in advance.
- If a space is slow to clear, be patient.
- Accept the sounds and movements of parish life: bells, choirs, etc.
- Understand that crisis needs could preempt your time and space (funeral arrangements, for example). We will give as much notice as possible. Please be aware that priority for the use of the facilities at Atonement Lutheran Church shall be given as follows:
 - a) To funerals or any other crucial, unforeseen Church events.
 - b) To regularly scheduled Atonement Lutheran Church meetings.
 - c) To meetings requested and reserved as far in advance as possible by Atonement Lutheran Church groups for special use.
 - d) To meetings requested by outside organizations reserved at least thirty (30) days in advance, or sixty days in advance in the case of the Sanctuary and Chapel use.

4. **Make arrangements for things you will need. Be as self-sufficient as possible.**
 - Care for your own needs for paper, paper plates, cups, refreshments, etc.
 - Let us know your needs in advance (e.g., for equipment or furniture).
 - Bring and make your own coffee or tea. We do not allow the use of red drinks such as Red Zinger tea or Kool-Aid that can stain the carpets.
5. **Respect all other persons and activities that take place here.**

Table 1: Fee and Rate Structure for Types of Requests

Type of Request	Fee
Church Functions (Men's breakfast, Stephen Ministry, Parish Life, etc.)	N/A
Member Weddings & Funerals	N/A (\$ 100 cleaning fee)
Non-Member One-Time Events (Weddings, Funerals, etc.)	\$100 (\$ 100 cleaning fee)
Non-Church Sponsored/Non-Profit Organizations (Habitat, Hospice, etc.)	Donation (based on rate schedule in Table 2)
Non-Church Sponsored/Personal or Commercial (i.e., private music lessons, Spanish Classes, etc.)	Fee (based on rate schedule in Table 2)

Table 2

Room	Rate/hour
Sanctuary	\$50
Fellowship Hall	\$30
Chapel	\$25
Community Room	\$15
Music Room	\$15
Room 3 - Library	\$8
Nursery	\$8
Room 8-12	\$8
Youth Room	\$8
Main Kitchen	\$20 flat rate

**ATONEMENT LUTHERAN CHURCH
PART 2. FACILITY USE APPLICATION**

NOTE: The User must complete this application and sign a release and indemnity agreement (Part 3) or provide a copy of proof of insurance before the event or function can be scheduled by the ALC Building Use Coordinator.

Date _____

Name of Contact Person _____ Phone Number _____

Mailing Address of Contact Person: _____

Organization (User) _____

User Type (Non-Profit, Individual, Other) _____

User Address (if different than above) _____

Type of program, function, event, or use _____

Date(s)/Times
Requested _____

Number of People Expected _____

Room(s) Requested _____

Additional information the User would like to provide related to this request

(to be completed by ALC Building Use Coordinator)

Fee Paid _____ Release Waiver Signed _____ or Proof of Insurance Provided _____

Approved by _____ Added to ALC Calendar _____

Additional Notes or Comments _____

**ATONEMENT LUTHERAN CHURCH
PART 3A. RELEASE AND INDEMNITY AGREEMENT**

Many people occupy or otherwise have access to the Church Building. Building security requires the participation and cooperation of User and other users of the Church. We make no assurances, guarantees or warranties of security, and shall not be liable for any injury, harm, damages or losses to persons or property or theft caused by, arising out of, or relating to any lack or breach of security of the Church Building. User is required to take all reasonable measures to maintain the security of the Church Building and its occupants and contents, including, but not limited to, not blocking open or leaving ajar any locked door or window, not unlocking and leaving unlocked any locked door or window, not permitting persons to enter the Church Building when it is locked, except persons who are your employees, servants, agents and invitees, who shall be escorted by you into and back out of the Church Building, not allowing any unauthorized person to be unattended in the Church Building, and taking all other precautions that a reasonably prudent person would take to ensure that the security of the Church Building is maintained.

In signing this agreement, User acknowledges that the User has read the Atonement Lutheran Church of Boulder, Colorado General Facility Usage Guidelines. User accepts responsibility for any damages to property of Atonement Lutheran Church beyond normal wear and tear caused by User, as well as User's members, guests, invitees and attendees, and agrees to repair or replace any property so damaged. User expressly agrees to, and shall, indemnify and hold harmless Atonement Lutheran Church of Boulder, Colorado, and any of its employees, officers, members or agents from any and all claims, damages, liability, or court awards, including costs and attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to, any person, firm, partnership, or corporation, in connection with or arising out of the use or occupancy of Atonement Luther Church of Boulder, Colorado property by User, whether or not specifically authorized. User agrees that it will never institute any action or suit at law or in equity against Atonement Lutheran Church of Boulder, Colorado or any of its employees, officers or members, nor institute, prosecute, or in any way aid in the institution or prosecution of any claim, demand, or compensation for or on account of any damages, loss, or injury either to person or property, or both, known or unknown, past, present or future, arising as a result of or from the use of Atonement Lutheran Church of Boulder, Colorado property. Atonement Lutheran Church may cancel the reservation in its reasonable discretion without liability. In such event, all fees will be returned.

Signed,

Organization Liaison w/Church

Name of Organization

Date

Name and Title

Telephone #

Printed Name and Title

**ATONEMENT LUTHERAN CHURCH
PART 3B. RELEASE AND INDEMNITY AGREEMENT AND**

PROOF OF INSURANCE (REQUIRED)

Many people occupy or otherwise have access to the Church Building. Building security requires the participation and cooperation of User and other users of the Church. We make no assurances, guarantees or warranties of security, and shall not be liable for any injury, harm, damages or losses to persons or property or theft caused by, arising out of, or relating to any lack or breach of security of the Church Building. User is required to take all reasonable measures to maintain the security of the Church Building and its occupants and contents, including, but not limited to, not blocking open or leaving ajar any locked door or window, not unlocking and leaving unlocked any locked door or window, not permitting persons to enter the Church Building when it is locked, except persons who are your employees, servants, agents and invitees, who shall be escorted by you into and back out of the Church Building, not allowing any unauthorized person to be unattended in the Church Building, and taking all other precautions that a reasonably prudent person would take to ensure that the security of the Church Building is maintained.

In signing this agreement, User acknowledges that the User has read the Atonement Lutheran Church of Boulder, Colorado General Facility Usage Guidelines. User accepts responsibility for any damages to property of Atonement Lutheran Church beyond normal wear and tear caused by User, as well as User's members, guests, invitees and attendees, and agrees to repair or replace any property so damaged. User expressly agrees to, and shall, indemnify and hold harmless Atonement Lutheran Church of Boulder, Colorado, and any of its employees, officers, members or agents from any and all claims, damages, liability, or court awards, including costs and attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to, any person, firm, partnership, or corporation, in connection with or arising out of the use or occupancy of Atonement Luther Church of Boulder, Colorado property by User, whether or not specifically authorized. User agrees that it will never institute any action or suit at law or in equity against Atonement Lutheran Church of Boulder, Colorado or any of its employees, officers or members, nor institute, prosecute, or in any way aid in the institution or prosecution of any claim, demand, or compensation for or on account of any damages, loss, or injury either to person or property, or both, known or unknown, past, present or future, arising as a result of or from the use of Atonement Lutheran Church of Boulder, Colorado property.

User agrees to procure and maintain, at its sole cost and expense, a policy or policies of insurance protecting against injury, damage or loss occurring on Atonement Lutheran Church of Boulder, Colorado property. Such policy or policies shall name Atonement Lutheran Church of Boulder, Colorado as an additional insured. User's failure to procure such insurance shall not waive, affect, or impair any obligation of User to indemnify or hold Atonement Lutheran Church of Boulder, Colorado harmless as described herein. Atonement Lutheran Church may cancel the reservation in its reasonable discretion without liability. In such event, all fees will be returned.

Signed,

Organization Liaison w/Church

Name of Organization

Date

Name and Title

Telephone #

Printed Name and Title

email

**ATONEMENT LUTHERAN CHURCH
PART 4. BUILDING USE REQUEST & APPROVAL PROCESS
AND FEE/RATE SCHEDULE**

Initial Contact

A Building use request is submitted to the Staff Secretary or Building Use Coordinator (BUC). Request is logged in and identified by the Staff Secretary or BUC. Another Staff or Executive Committee member could assume the role of BUC in some situations. User is provided a request form to complete and return to the BUC.

BUC Processes Request

BUC reviews request and assists User in filling out the request form. If BUC finds the request form complete and reasonable, the BUC checks for schedule conflicts with Staff Secretary and works out conflicts as the last step in the request data gathering phase.

Review and Approval

Listed below are groupings by request type, scheduling and approval authority, and fees, if applicable.

- *Church functions (Men's Breakfast, Stephen Ministry, Parish Life, etc.):* BUC will schedule building use for all church functions and church-sponsored requests and will facilitate any scheduling conflicts that may arise. If issues arise regarding use for church or church-sponsored functions, the BUC will review and resolve such issues with the Pastor.
- *Member and Non-Member One-Time Events:* All member and non-member wedding and funeral use requests will be reviewed and approved by the pastor and scheduled by the BUC.
- *Non-Church Sponsored Non-Profit Organizations:* Requests will be reviewed and approved by the Pastor, and if deemed necessary by the Pastor, will be submitted to the Executive Committee for review.
- *Non-Church Sponsored/Personal or Commercial:* Requests will be reviewed and approved by the Pastor, and if determined necessary by the Pastor, will be submitted to the Executive Committee for review. To ensure a timely response, some requests may be submitted to executive Committee using email, or urgent cases may be handled by phone with the Council President.
- The BUC will notify the Council President monthly of any new repeat Users.

As part of the Review and Approval Process, all Users are required to provide (1) a Waiver or Release of Liability and (2) Proof of Insurance (when required). This form will be kept in the Building Use documentation files maintained by the Building Use Coordinator.

Fees for the various types of requests are presented in Table 1, and the rate structure for donations and required fees for Non-Church Sponsored Events is presented in Table 2. The BUC will calculate the appropriate fees for building use based on the areas of the church to be used for the event or function and inform the User. Please note that any of these fees can be adjusted by the Pastor or Executive Committee based on the specific details and circumstances of the request. For example, the Pastor and/or Executive Committee may request a cleaning fee for a Non-Sponsored Church Request at their discretion. The reserved time basis for use of the church areas must include the set-up, take-down, and clean-up activities.

Table 1: Fee and Rate Structure for Types of Requests

Type of Request	Review/ Approval Authority	Fee
Church Functions (Men's breakfast, Stephen Ministry, Parish Life, etc.)	BUC	N/A
Member Weddings & Funerals	Pastor	N/A (\$ 100 cleaning fee)
Non-Member One-Time Events (Weddings, Funerals, etc.)	Pastor	\$100 (\$ 100 cleaning fee)
Non-Church Sponsored/Non-Profit Organizations (Habitat, Hospice, etc.)	Pastor/ Executive Committee	Donation (based on rates in Table 2)
Non-Church Sponsored/Personal or Commercial (i.e., private music lessons, Spanish Classes, etc.)	Pastor/ Executive Committee	Fee (based on rates in Table 2)

Table 2

Room	Rate/hour
Sanctuary	\$50
Fellowship Hall	\$30
Chapel	\$25
Community Room	\$15
Music Room	\$15
Room 3 - Library	\$8
Nursery	\$8
Room 8-12	\$8
Youth Room	\$8
Main Kitchen	\$20 flat rate