

TERMS of the FACILITY USE AGREEMENT

St. Luke Lutheran Church

Foreword:

St. Luke Lutheran Church encourages the use of the facilities as a resource to our members, as well as community members, with priority on religious, cultural, recreational, educational, preventative, and civic activities. St. Luke Lutheran Church reserves the right to refuse or cancel the use of the facility by any group or organization.

Funerals always take priority; spaces may be reassigned or rescheduled in the event of a funeral.

Users acknowledge that St Luke's employees and invitees may use any portion of the facilities for any purpose at any time during the term of the agreement, provided that such use does not unreasonably disturb the agreed upon use of the facilities.

These terms are made a part of the "Facility Use Agreement".

Procedures:

1. All requests to use St. Luke Lutheran Church facilities must be addressed and scheduled through the Church Secretary. The Church Secretary will forward the requests to the St. Luke Facility Use Coordinator who will process and manage the requests. Routine requests might be delegated to the Church Secretary.
2. In order to reserve the space, a Facility Use Application and Agreement must be completed and signed by both the St. Luke Facility Use Coordinator and the representative of the organization (Organizer) requesting the facility.
3. Unless waived, a non-refundable reservation deposit is due at the time the Facility Use Application and Agreement is signed. If this is not feasible (emailed agreement), the deposit is due within seven days of the signing of the agreement. If the deposit has not been received within the seven days, St. Luke Lutheran Church has the right to remove the reservation. If the facility is used, the deposit is applied towards the total facility use fee.
4. Full payment for the use of the facilities is due prior to the event, payable to St. Luke Lutheran Church.
5. All groups (St. Luke-related, St. Luke-approved, St. Luke member's private events, and others) must complete a Facility Use Agreement and receive approval for scheduling purposes.
6. When the Organizer receives approval for the facility use, the Organizer must make arrangements with the St. Luke Facility Use Coordinator for receiving and returning the appropriate keys and providing assurance of lock-up when the event is over.

General:

1. Please leave the space in the condition in which you found it.
2. The Organizer of the Facility Use Agreement is responsible for providing competent and adequate supervision for all activities at all times.
3. St. Luke Lutheran Church is a smoke-free facility and property. Smoking is not permitted on the property including within the building facilities.
4. Alcoholic beverages are not permitted anywhere on the church property.
5. Moving of liturgical furniture, art, or paraments is not permitted without the permission of the Pastor.

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6. The church worship area (sanctuary) is to be used for worship-related purposes only, unless approval is given after negotiations with the Pastor.
7. St. Luke Lutheran Church is not responsible for personal property left within the facilities and property. Items left longer than one week will be removed.
8. Most spaces are considered multi-use spaces. Items used in relation to your event must be removed upon completion in preparation for the next group potentially using that space. Any special arrangements must be coordinated with, and approved, by the St. Luke Facility Use Coordinator.
9. Damages and equipment breakage and repair needs must be reported to the St. Luke Facility Use Coordinator immediately if feasible, but not less than within 24 hours.
10. The Organizer will be responsible for the conduct of participants and will keep the event contained to the space assigned (i.e. if the Multi-Purpose Room is the assigned space, no one should be using Schultz Hall or other spaces as another group might have scheduled their use).
11. The Organizer will also supervise the cleanup of the portions of the facility they used including bathrooms.
12. All decorations should be removed completely following an event. The use of push pins and/or thumb tacks is prohibited. Wall decorations may be secured with painter's tape. All balloons should be secured with weights.

Priority of Funerals:

Funerals are an important part of the ministry and outreach of St. Luke Lutheran Church. Funerals, therefore, take priority over other scheduled events. Please be aware that this could affect setup, decorating, and other things you may want to do in advance of your event.

While St. Luke Lutheran Church will do our best to limit the impact of funerals on other activities at the church, flexibility on the part of the users is appreciated.

Kitchen Use:

Listed below are some general expectations regarding the use of St. Luke Lutheran Church kitchens.

1. If requested, the small Schultz Hall kitchen may be used for an additional fee. The small kitchen provides access to a stove, sink, and refrigerator.
2. If requested, the large Schultz Hall kitchen may be used providing all of the following conditions are fulfilled:
 - a. Appropriate fees are negotiated and paid.
 - b. The Organizer designates a person to be responsible for the kitchen.
 - c. The person designated to be responsible for the kitchen is approved by the St. Luke Facility Use Coordinator.
3. All equipment and utensils will remain on the premises.
4. Equipment will be operated by only people trained in their use.
5. Grease should not be drained into any sink; instead, place in a disposable container.
6. All utensils will be washed and returned to their proper location.
7. Stove, countertops, and equipment must be cleaned.
8. Garbage will be emptied and taken out to the dumpster.
9. Floors will be swept.
10. Before leaving, all exhaust fans, equipment, and lights will be turned off.
11. Please leave the kitchen the way you found it.

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Weddings:

Please refer to P&P _____ regarding weddings. *Currently, under development.*

Funerals:

Please refer to P&P _____ regarding funerals. *Currently, under development.*

Fees:

1. User fees can be found on the current Facility Use Application and Agreement. See Attachment 2 of this P&P.
2. Extra fees may be charged for extra trash pickup and additional custodial work.
3. Rental fees are negotiable for large events and groups that are regularly scheduled.

Equipment Rental:

St. Luke Lutheran Church does not allow rental of any equipment for events outside the facilities, including, but not limited to, tables, chairs, kitchen equipment, etc.

Liability:

1. The Facility Use Agreement representative shall agree to indemnify St. Luke Lutheran Church for any and all damages by or to any person or persons attending the activity.
2. St. Luke Lutheran Church may require the user to provide a Certificate of Liability Insurance coverage for bodily injury and property damage naming St. Luke Lutheran Church as an additional insured.
3. St. Luke Lutheran Church will not be held liable for loss or destruction of personal items.
4. In the event of damage to St. Luke Lutheran Church, the user will accept St. Luke Lutheran Church's estimate of the amount of damage and shall pay appropriate costs.

Emergencies:

If immediate medical attention is needed, call 911. For non-medical emergencies, you can call the church office at:

St. Luke Lutheran Church
7595 Center Parkway
Sacramento, CA 95823
916-421-5039
office@slelca.org

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