



ST. LUKE LUTHERAN CHURCH
 BY GRACE, WE KNOW, LOVE, WORSHIP AND SERVE
 JESUS CHRIST AS WE PROCLAIM HIS GOOD NEWS.



7757 Chippenham Parkway, Richmond, VA 23225
 Office: 804-272-0486, Email: admin@stluckerichmond.org
 Website: www.stluckerichmond.org
 The Rev. Fredrick W. Marcoux, Pastor

BUILDING USE REQUEST AND CONTRACT
June 1, 2017

Name of Group: _____

Address of Group: _____

Group Phone: _____ Group Fax: _____

Contact Name: _____

Contact Phone: _____ Cell Phone: _____

Contact's Email Address: _____

Purpose of Request: _____

Rooms/Areas Requested: _____

Attention: If you are having a special event, meeting and/or party that is different from your usual meeting because of the date, room(s) requested or set up, please list it on a separate contract.

Meeting Dates Requested: _____

Room reserved: from _____ to _____ Meeting Time: from _____ to _____

Number of People: _____

Meeting Dates Requested: _____

Room reserved: from _____ to _____ Meeting Time: from _____ to _____

Number of People: _____

Please note that St. Luke reserves the right to pre-empt your event due to the congregation's need for the building such as a funeral, special worship service, etc. not anticipated when this permission was granted. Also, unless otherwise requested, please note that other church activities and/or group activities may be occurring in other parts of the church at the same time as your event. This does not apply to concerts and recitals.

Rental details:

Individuals that are not members of St. Luke or who do not have family that are members of St. Luke will not be allowed to use the church building. This includes events such as weddings and private parties. We do rent out our facility for group meetings and organization events. If your group is a nonprofit organization, please see **page 3** for more details. St. Luke Lutheran Church sponsored groups must complete the form but will not be charged a fee.

Food and Beverages:

Food and beverages **are not allowed** in our meeting or classrooms. If your group would like to serve refreshments at your function, it will be necessary to reserve our fellowship hall also, if it is available.

PLEASE NOTE: Rooms that need preapproval or have special conditions

The **Sanctuary** is only available for musical events and must be preapproved by the church council and the music director. Please fill out a Concert / Recital Contract for musical events. The **Music/Choir Room**, first classroom on the right past the restrooms in the Sunday School wing must be preapproved by the church council and the music director. The **Youth Room**, the last classroom on the left down the hall from the kitchen must be preapproved by the church council.

The **Conference Room** is across the hallway from the kitchen. This room can be used but the conference table CANNOT be moved. The chairs can be moved away from the table if needed, but they would have to be moved back afterwards if you are doing your own set up.

None of the pianos in the church are allowed to be moved. Every time they are moved, they must be tuned again. If you move a piano, you will be liable for the cost of retuning it.

Set up:

Tables and chairs are available in the fellowship hall and meeting rooms for your use. It is the responsibility of the person in charge to set up his/her meeting room and restore the room to its original configuration following the meeting. Please leave the room as you found it.

If you would like to have the fellowship hall set up for your event, please fill out the Room Set-Up Form and return with this signed contract. There is a \$35.00 fee for this service. Your group will also be subject to this \$35.00 fee if this work is performed by a staff member of St. Luke and you did not fill out the form to request it ahead of time.

****If your event is large and has a lot of people attending, it may require a larger set up fee as determined by the Congregational Council.****

Room set up is done by our custodian on the evening prior to your event or in the early morning on the day of your event. We are not usually able to accommodate last minute room set up requests or for equipment requests, so please plan ahead if you would like this service provided by St. Luke. *Any changes to set up must be made seven days prior to your event.*

If you would like us to set up equipment for you, please list below whatever equipment you are requesting for your event such as chairs, tables, projection screen, TV, microphone, podiums, coffeepots, etc. (Please see the "Kitchen Use" paragraph on page 3 for additional information.) *Please note DVD players, projectors and laptop computers are not available for use.* Any items that are broken or damaged by your group must be replaced with a new item. No additional equipment will be provided that is not requested on the contract.

Building Fee Schedule:

Building use for up to one half day (four hours)	\$75.00
Building use for whole day (more then four hours)	\$125.00

Please fill out the Building Use Fee Schedule Form and return with this signed contract.

Set up charge	\$35.00
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Please also fill out the Room Set-Up Form, return with this signed contract and the Fee Schedule Form.

Kitchen use:

Groups are to supply their own food and beverages including coffee, condiments, etc. Cooking preparation items such as oil, butter, etc. must also be provided by your group. St. Luke Lutheran Church does not provide this service. We also ask that you provide your own disposables such as plates, cups, napkins, flatware, etc. If you would like to use our dishes, pots and pans, etc., please make sure that you list these items on this signed contract. Your group will be required to wash, dry and put away all items after use.

Alcoholic beverages are not allowed in the church. This includes beer, wine and liquor.

No oil frying in the kitchen is permitted.

Use of full kitchen (includes food preparation and use of the stoves and/or ovens.)	\$75.00
Partial use of kitchen (coffee pots)	\$10.00

Fees and Donations:

St. Luke Lutheran Church’s Congregational Council must approve requests for any revisions to the standard fee schedule listed above. All organizations presently paying fees will go to the new fee schedule. Any reduction in these fees can only be approved by Council. For those organizations not presently paying fees, they will not pay fees in 2016. Nonprofit organizations which charge fees and/or admission to attendees will be charged a building use fee as set by our Congregational Council. Some nonprofits will be allowed to use the building without paying a fee. This will be determined on a case by case basis. All groups using the building free of charge are also encouraged to make a donation to help us with our cost and building wear and tear. St. Luke sponsored groups must complete the form but will not be charged a fee.

Fee, if applicable, per session and/or for duration of use: \$ _____ per _____

Paid Amount: \$ _____ Paid Date: _____ Check #: _____

10% Donation pledged if Free Will Offering taken: \$ _____ per _____

Paid Amount: \$ _____ Paid Date: _____ Check #: _____

Display Policy:

We request that you do not display any notices and/or placards outside the facilities that indicate any political or religious message of your group. Walls, windows and doors are not to be used to affix any attachments. Please provide whichever items that you may need for your presentations such as easels, flip chart paper pads, and writing implements. Use of the church’s supplies is not permitted.

Storage Policy:

Storage of organizations items at St Luke is not permitted. If your group all ready has items stored, they must be removed. Exception: St. Luke has set aside a closet for storage of AA and Al Anon materials.

Weather and Snow Removal Policy:

In the event of inclement weather, please be advised that St. Luke follows the same protocol of the public school systems in the area. If local schools are closed because of bad weather, St. Luke will be closed for all church activities and to all groups using our building. There will be no snow or ice removal in the parking lot, except for a few parking spots for staff members and the Pastor. In line with the general practice of the local schools and other organizations in the area during such weather emergencies, it would be suggested that you make arrangements with one of the local radio and TV stations doing public service announcement, that the meeting at St. Luke Lutheran Church in Richmond is canceled or re-scheduled due to weather conditions.

POLICY FOR USE OF CHURCH PROPERTY AND FACILITIES:

Person-in-Charge:

Every organization or group using St. Luke facilities shall designate an adult member as the person in charge. Usually this person is named as the contact person on page one of this contract. If this not the person in charge, please inform the church secretary as to the identity of such individual and how he/she may be contacted. **You must also list this information on the last page of this contract.**

This person is responsible for seeing that a sufficient number of supervising adults are available to maintain good order and discipline during the group's use of the church facilities and that members of the group remain in your approved area of the church only. In addition, he/she should be at the place of the scheduled meeting or activity at least 15 minutes in advance of such meeting or activity and should remain at the church following such meeting or activity to see that everyone has left the church facilities and that everything is in order before leaving. **Do not** allow anyone **not involved** in your program to enter the church.

Among other things, the person in charge should see that:

- a) All equipment and furniture are to be returned to their proper place
- b) All trash is picked up and placed in appropriate containers
- c) All equipment or property belonging to the group is stored in its assigned place, if any (only church groups will have assigned space)
- d) All lights are turned off and regular lights are left on, as the church usually keeps them
- e) All windows and shades are left closed
- f) All air conditioning units and/or heating units are to be turned off
- g) All doors and/or windows are securely locked when you leave

Personal Conduct:

All persons and groups using church facilities shall be restricted to the area(s) requested and approved for use and shall comply with the following rules:

- a) Smoking is not allowed inside the building. Designated smoking areas are located outside the narthex doors and outside under the carport. Please put all cigarette butts in the containers provided.
- b) Alcoholic beverages of all kinds are prohibited
- c) Gambling is prohibited
- d) Running or shouting is not allowed anywhere in the church.
- e) Profane language is prohibited
- f) No pets or other animals, except for certain necessary service animals are allowed to be brought inside St Luke Lutheran church. Users of this facility agree to accept responsibility, reimburse and/or indemnify St Luke Lutheran Church for any loss, damage or expense whatsoever related to the presence of any service animal brought onto the church property, and to determine and meet any documentary or other requirements related to the service animal.

Key Policy: Key issuance fee is \$5.00.

The person listed below is **solely responsible** for the key to St. Luke. If **you are unable** to be at your function, you must notify us immediately and advise us as to who has our key. *Duplication of our building key is not allowed.* If your group has scheduled reoccurring events, you may keep the key for your next meeting. If this is a one time event, your key must be turned in to the church office right after your meeting. *If you lose our key, there will be an additional fee of \$5.00 to get the key replaced.*

Has your group been issued a key to the church? Yes _____ No _____

Issued to: _____ Date: _____

Key requested from Church Administrator? Yes _____ No _____

Returned to: _____ Date: _____

Questions:

If you need additional information or if you have any other questions or special requests, please contact our building usage coordinator, Tammy Hammond. She is also our church administrator. You may contact her by phone at 804-272-0486 or by email at admin@stlukerichmond.org. We are pleased to share God’s House with organizations and groups serving our Community.

The undersigned hereby covenants and agrees to indemnify and save harmless St. Luke Evangelical Lutheran Church against all claims, including attorney’s fees and expenses arising in connection with use or occupancy of St. Luke and its facilities by the undersigned. The organization waives all claims of injury or damage resulting from occupancy or use and any action or injury of the undersigned resulting directly or indirectly from any act of negligence by the undersigned. Damage to St. Luke Evangelical Lutheran Church from acts of the undersigned, its agents or invitees will be repaired by the undersigned within 30 days of occurrence. All damaged or broken items are to be replaced with new items. Your failure or refusal to make acceptable repairs, St. Luke Evangelical Lutheran Church may, at its option, repair the damage and the undersigned will pay for the total cost of the repair.

Group’s Representative Information

Name: _____

Position: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Signature: _____

Date: _____

St. Luke Representative Information

Name: _____

Position: _____

Signature: _____

Approved: _____ Date: _____

Denied: _____ Date: _____

Conditions of Approval: _____

Reason for denial: _____