



FACILITY USE

POLICIES AND PROCEDURES

Calvary 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. Calvary 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. Renters acknowledge that Calvary'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 Licensee's agreed upon use of the facilities.

FACILITIES USE AGREEMENT

1. All requests to use Calvary Lutheran Church facilities must be addressed and scheduled through the Church office. Specifically, through Garrett Fultz or Polly Merhar.
2. A Facility Use Agreement must be completed and signed by both the Church Administrator and the representative of the organization requesting the facility in order to reserve the space.
3. A non-refundable reservation deposit is due at the time the Facility Use Agreement is signed. If this is not an option (faxed or email agreement), the deposit is due within 15 days of the signing of the agreement. If the deposit has not been received within the 15 days, Calvary Lutheran Church has the right to remove the reservation. The deposit is applied towards the total facility use fee.
4. Full payment for the use of the facilities is due one week prior to the event, payable to Calvary Lutheran Church.

GENERAL RULES AND REGULATIONS

1. Please leave the space in the condition in which you found it.
2. The Facility Use Agreement representative is responsible for providing competent and adequate supervision for all activities at all times.
3. An after hour custodial fee of \$20.00/hour will apply for non-Calvary events scheduled outside normal Calvary Lutheran Church business hours.
4. No smoking is allowed within building facilities or near the entrances. Smoking permitted outside door #6 using the green cigarette butt receptacle. Additional receptacles may be added for large events at other entrances.
5. No alcoholic beverages permitted anywhere on church property without administrative approval. A separate alcohol policy is available for special events, such as fundraising meals or wedding receptions.
6. No moving of liturgical furniture, art, or paraments without the permission of a Pastor.
7. The sanctuary is to be used for worship related purposes only, unless negotiated with a Pastor. A sound tech fee of \$20/hr will be charged for use of the sound system in the Sanctuary.
8. Calvary Lutheran Church is not responsible for personal property left in the facility. Items left longer than one week will be removed.
9. 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 using that space.
10. Damages, equipment breakage or repair needs must be reported if they occur.

CALVARY LUTHERAN CHURCH ACTIVITIES

Use of the facilities for church activities is encouraged. A variety of spaces are available for church meetings, studies, and fellowship events at no charge to Calvary related activities. Calvary Lutheran Church sponsored groups (Boy Scouts, Preschool, NA, AA, etc.) also have access to the facilities for their meetings and organization events. All groups must complete a Facilities Use Agreement and receive approval for scheduling purposes.

If the scheduled event is after regular business hours, the organizer will receive the code to the key lock box to permit access to the facility and ensure lock-up when the event is over. Keys must be returned to the lock box immediately after locking the building. The organizer will be responsible for the conduct of participants and keep the event contained to the space assigned (i.e. if the lounge is the assigned space no one should be using the fellowship hall or other spaces

as another group may have scheduled their use.) The sanctuary is to be used with special permission only. The organizer will also see to the cleanup of the portions of the facility they used including bathrooms.

WEDDINGS AND RECEPTIONS

Please refer to the Calvary Lutheran Church Wedding Information brochure and talk with the Church Administrator.

FUNERALS AND LUNCHEONS

Funerals are an important part of the ministry and outreach of Calvary 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. CLC will do our best to limit the impact of funerals on other activities at the church; flexibility on the part of our renters is appreciated. The Funeral Ministry Team is available to serve a light lunch following a funeral. A contribution to the Funeral Ministry Team is appropriate based upon the number of guests served. The Funeral Home handles all fees pertaining to clergy, musicians, sound tech, custodian, and lunch donations.

KITCHEN PROCEDURE

Listed below are some general expectations regarding the Calvary Lutheran Church kitchen:

1. All equipment and utensils will remain on the premises.
2. Equipment will be operated by people trained in their use.
3. Grease should not be drained into any sink—place in a disposable container.
4. All utensils will be washed and returned to their proper location.
5. Stove, countertops, and equipment must be cleaned.
6. Garbage emptied and taken out to dumpster.
7. Floors swept.
8. Before leaving, be sure all equipment and lights are turned off.
9. Please leave the kitchen the way you found it

Instructions are posted for how to use both coffee makers, the stove, and oven. Obtaining training on how to properly use the equipment in the kitchen is the organizers responsibility. We ask that you to come to the Church, during business hours, to meet with the custodian or church administrator who will provide the training.

FACILITY USE FEES

User fees can be found on the current Facility Use Agreement. Extra fees may be charged for rental of tech and gymnasium equipment, extra trash pickup and afterhours custodial work. Rental fees are negotiable for large events and groups that are regularly scheduled. Extra fees will be charged for setup time such as decorating or food prep the day before an event.

Facility use fees are collected and applied to utility costs and upkeep of the facility. A percentage of the revenue, as decided by the Church Council, is put into a preventative maintenance fund at the end of the fiscal year.

EQUIPMENT RENTAL

Calvary Lutheran Church does not allow rental of any equipment for events outside the facility (including, but not limited to: tables, chairs, kitchen or gym equipment, etc.)

LIABILITY

The Facility Use Agreement representative shall agree to indemnify Calvary Lutheran Church for any and all damages by or to any person or persons attending the activity. Calvary Lutheran Church may require the renter to provide Comprehensive General Liability insurance coverage for bodily injury and property damage naming Calvary Lutheran Church as an additional insured. Calvary Lutheran Church will not be held liable for loss or destruction of personal items. In the event of damage to Calvary Lutheran Church, the renter will accept Calvary Lutheran Church's estimate of the amount of damage and shall pay appropriate costs.

IN CASE OF EMERGENCY

If immediate medical attention is needed, call 911. For non-medical emergencies you can call the afterhours pastoral emergency pager at: 218-308-6654.

Calvary Lutheran Church
2508 Washington Ave. SE - Bemidji, MN 56601
218-751-1893 - Calvarybemidji.org