

Lord of Life Lutheran Church

Building Use Reservation Process

Lord of Life's facilities are available for weddings, receptions, group meetings, piano recitals, and other space appropriate events.

If you would like to use the church facilities please carefully read through the following information.

RESERVATIONS

- ✚ Check the online [Church Calendar](#) to see if the date(s) you are interested in is/are available. Please note every effort is made to keep the church calendar current, but it is subject to change. Your date will not be finalized and should not be included on invitations or other announcements until you have a signed Building Use Agreement.
- ✚ Read Lord of Life's Policy for Facility and Equipment Use, page 2 of this document.
- ✚ Complete Lord of Life's Building Use Agreement, page 3 of this document
- ✚ Submit your completed Building Use Agreement to Lord of Life in one of the following ways:
 - Email to info@lordoflifemn.org,
 - Mail to Lord of Life Lutheran Church, 16200 Dodd Lane, Lakeville, MN 55044
- ✚ Once your Building Use Agreement has been received our Building Use Coordinator will follow-up with you, including letting you know when the Church Council will next meet and be able to review your request.
- ✚ Given adequate lead time, the Church Council should be able to review your request at the next Council meeting. Generally, their next meeting date is also listed on the [Church Calendar](#).
- ✚ Once your event has been approved by the Church Council it will be added to the online Church Calendar. If this does not occur within five business days of your event being approved, please notify the church by either emailing info@lordoflifemn.org or calling 952-953-4484 so the calendar can be updated accordingly.

Should you have any additional questions, please email info@lordoflifemn.org or call the church office at 952-953-4484.

SCHEDULING

Events may normally be scheduled on any day except the following, Sunday mornings, New Year's Day, Wednesday evenings during Lent, the Friday and Saturday before Palm Sunday, Holy Week, Friday and Saturday before Easter Sunday, Independence Day, Labor Day, Thanksgiving week, Christmas Eve/Day.

Lord of Life Lutheran Church

Policy for Facility and Equipment Use

Before any facilities or equipment may be used, a thorough understanding of responsibilities of all parties involved shall be determined and acknowledged by the signature on the Building/ Equipment Use Request Form.

Applications for the use of church facilities will be considered according to the following guidelines:

1. Members for church related activities;
2. Other churches and Christian organizations;
3. Members for non-profit/community related activities,
4. Non-profit activities;
5. Non-members for church/ non-profit/community related activities.

Once approved the event shall be confirmed by placing it on the church calendar on a first come, first served basis. Church programming will preempt usage of the space. The Council will consider how the aims and goals of the using group support the Values, Mission and Vision of this congregation.

The user will agree to assume full responsibility for the use and final condition of the facilities and equipment used. All used areas of the building shall be cleaned by the user and returned to the same or better condition than found. The user is responsible for their own set-up and take down. All furniture and equipment shall be returned to its original location or set up as indicated by the representative of Lord of Life.

All damages, injuries, and unusual incidents occurring during the use will be reported in writing by the user to the church office within 24 hours. Users agree to release all responsible authorities of these facilities from any and all liability arising out of use of facilities or equipment. Users of the building should restrict members of their group to the areas of the building noted on the application.

Due to wear and tear from transportation and use, tables, chairs and other equipment may not be borrowed by members or friends for use outside the church building. The only exception to this will be for church activities or outreach programs held in the homes of church members, or at designated locations, where additional tables and chairs may be needed.

A user fee based on the following schedule will apply to help cover the cost of utilities and maintenance needs:

	<u>Classrooms</u>	<u>Sanctuary/Fellowship</u>
Members	\$ 0	\$ 0
Non- profits	Suggested Donation \$25 or more	Suggested Donation \$75 or more
Non-members	Suggested Donation \$50 or more/use	Suggested Donation \$250 or more

Applications for building usage shall be received by the Church Office at least ten (10) days prior to the event, and will be approved as soon as the Church Council can review it. The decisions of the Church Council regarding all building and equipment use shall be final.

LORD OF LIFE LUTHERAN CHURCH
Building Use Agreement

ORGANIZATION NAME: _____ DATE: _____

ADDRESS _____

If request is for an indefinite period, it is understood that this agreement will be reviewed and approved annually.

Date(s) of use: _____ Time of use: _____ Size of Group: _____

Space desired & purpose of use: _____

Will you require use of Lord of Life equipment (audio, piano, internet)? _____

User Insurance Information

Insurance Company: _____ Policy # : _____

Effective Period of Policy: _____ Insurance Contact (Phone): _____

Group is responsible to inform the church of any changes to the contact assuming responsibility

Group Contact Person: _____

Address: _____

Telephone # (H) _____ (W) _____ Email: _____

Lord of Life is the Lord's house, dedicated to be a place of worship for the people of God. Therefore, we ask that all users of our building and grounds respect its sacred purpose.

The following conditions apply to the use of the building:

- Church programming may preempt usage of the space (i.e., funeral, youth lock in/overnight etc.)
- The user agrees to use the building only for the purpose and dates/times specified on this agreement.
- The user will only use the area(s) assigned by the church.
- All children must be supervised and kept within the space granted by this agreement.
- The user will provide any consumable materials needed: i.e. paper, pencils, chalk, etc.
- Inappropriate language or conduct will be considered a violation of this agreement.
- Weapons, drugs, alcohol, tobacco are strictly prohibited on Lord of Life property, inc. building, parking lot, grounds.
- No food or beverage in the sanctuary. Any food or beverage requires prior approval.
- The user will leave the assigned area(s) in the condition and configuration in which it was found.
- The user will report any damage in person to staff. Repair or replacement will be charged to the building user.
- The church may withdraw this agreement with a 30-day notice furnished to the contact person.
- I understand I must receive signed approval of this request before building use is authorized. Those using the facilities are expected to use utmost care in the use of facilities and agree to protect, indemnify and hold harmless Lord of Life Lutheran Church, its officers, clergy and members from any and all claims, liabilities, or damages directly or indirectly out of the use of the premises covered by this agreement. In the event that any of the above conditions are violated, Lord of Life reserves the right to immediately terminate this agreement.
- Return signed form via mail, in person, or electronically: Email to info@lordoflifemn.org
- Our volunteer Facility Use Coordinator will follow up with you regarding questions or incomplete information.
- Signature of applicant/person accepting responsibility: _____

For Lord of Life Council Use

- Date received: _____ Application (Approved) (Refused)
- Rental charge: _____ Date to be paid: _____
- Room(s) assigned: _____ Date & time of use: _____
- Council Member Name: _____ Council Member Signature _____
- Insurance follow-up required: (Yes) (No) Key Sign Out Date _____ Key Return Date _____
- LOL Volunteer Assigned: _____ Donation Received Date _____ Amount _____