

# **Use of Church Property Resources**

## **Adopted By Congregational Council**

St. Andrew Lutheran Church's primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization share our facilities. So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you. These forms are only to be used for occasional use such as a once only use or for a few hours one day each week or month.

Building use activities fall under the jurisdiction of the St. Andrew Congregational Council. Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed through the church's business office. Local organizations and individuals for one-time or short-term usage also may use church buildings. When possible, we will attempt to make our facilities available for such groups. Our priority is to meet congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by church and finally to other nonprofit organizations.

Approval for the use of the grounds and/or facilities of congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the ELCA.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Property Use Agreement Form including fee schedule

### **STEPS TO FACILITY USE SCHEDULING**

1. Obtain and complete a Property Use Agreement from the church office.
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the church office and you will be notified whether it is approved or not approved.

## **RULES AND REGULATIONS**

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc may be used when using the facility under the rules herein.

2. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.

3. **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster behind the church. Church supplies are not to be used except by church sponsored activities.

4. **PIANO, ORGAN AND HAND BELL USE.** Permission to use the piano, organ and/or hand bells must be granted by the Pastor or Director of Music. Piano and/or organ should not be moved except by permission from the Director of Music and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.

5. **SANCTUARY SOUND SYSTEM.** The Sanctuary sound system is available for use upon request. The system must be operated by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.

6. **NO SMOKING and NO ALCOHOL USE ALLOWED.** All members of all groups using our facilities shall always abide by a “no smoking” rule in all parts of the building, including corridors and restrooms.

7. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.

8. **NO GAMES OF CHANCE.** Gambling or bingo on the church premises is strictly prohibited.

9. **SUPERVISION OF CHILDREN AND YOUTH.** The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults should always be present during any program or event involving children.
- Adult supervision is always required both inside and outside of the church property including playground and parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

10. **NURSERY USE.** The nursery facility is available and our safety standards require that two (2) nursery care providers must be present to operate the nursery. At least one (1) caregiver must be at minimum eighteen (18) years of age.

11. **FOOD AND DRINK.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, tablecloths, etc.) and remove immediately after the event. Storing catering equipment is not permitted.

12. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

13. **EMERGENCY SCHEDULING CONFLICTS.** The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

14. **STORAGE.** Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

15. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

16. **SECURITY.** The congregation works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leave them unattended. The congregation is not responsible for theft or damage to personal property.

17. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregational Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregational Council's directions or forfeit the use of any part of the facility **immediately**.

**PROPERTY USE AGREEMENT and RELEASE FORM for  
St. Andrew Lutheran Church  
10 S. Lake Street, Mundelein, IL 60060  
847-566-8081  
office@standrewmundelein.com**

Name of Organization: \_\_\_\_\_  
Responsible Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Organization's Purpose: \_\_\_\_\_  
Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Frequency: \_\_\_ One Time Only \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Other  
Which day of the week:  
\_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

**General Information**

Describe *IN DETAIL* the type of event you will be bringing to our facility, including number of participants.

---

---

Will tickets be sold or admission charged for your event? If yes, what will be the ticket prices or the admission fee?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how will the net proceeds of this event be used?

---

Is your group a Nonprofit 501(c)(3) organization?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Nonprofit Tax ID Number: \_\_\_\_\_

**Rooms Requested:**

- \_\_\_ Sanctuary
- \_\_\_ Piano/organ or sound system
- \_\_\_ Kitchen
- \_\_\_ Children's Classroom
- \_\_\_ Adult Classroom
- \_\_\_ Narthex
- \_\_\_ Fellowship Hall
- \_\_\_ Green Spaces
- \_\_\_ Other (list: \_\_\_\_\_)

Anticipated Number of Participants: \_\_\_\_\_  
 Will food or drink be consumed? \_\_\_ Yes \_\_\_ No  
 Special Needs or Requests:

**Equipment Needs:**

<input type="checkbox"/> Large Screen	<input type="checkbox"/> Round Tables: # _____
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Chairs: # _____
<input type="checkbox"/> LCD Projector	<input type="checkbox"/> 8 Foot Tables: # _____
<input type="checkbox"/> Flip Chart and Markers	<input type="checkbox"/> Food Serving Tables: # _____
<input type="checkbox"/> Reception Table at Entrance	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Microphone and Lectern	

**Fee Arrangement**

The parties understand that the fees for each use of the building will be:

<b>Category</b>	<b>Member</b>	<b>Non-Member</b>
Deposit	\$50.00	\$75.00
Sanctuary	\$100.00	\$200.00
Kitchen	\$100.00	\$150.00
Nelson Hall	\$50.00	\$75.00
Lower Nelson	\$50.00	\$75.00
Classroom	\$50.00	\$75.00
Other Common Areas	\$50.00	\$75.00
Audio Visual Equipment	\$50.00	\$75.00

**Release and Indemnity Agreement**

This Release and Indemnity Agreement is between \_\_\_\_\_  
 (organization or individual) and St Andrew Church (for use of the property describe  
 above for meetings and other activities.)

NOW, THEREFORE, in consideration of St Andrew Church permitting the  
 organization or individual(s) to use the property described herein, the organization or  
 individual(s) agree(s) as follows:

1. Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges St Andrew Church and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

**ACCEPTANCE OF RESPONSIBILITY**

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur because of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

---

**Congregation**

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Request Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_