

FAITH LUTHERAN CHURCH

667 East 1st Avenue

Chico, CA 95926

(530) 895-3754

office@chicofaithlutheran.org

FACILITY USE TIER SYSTEM

The following tier system fees are to be determined on a case by case basis by members of the Faith Lutheran Executive Committee.

TIER I	Programs, organizations and committees of Faith Lutheran Church.	0%
TIER II	FLC members use for special occasions; programs, organizations, and committees of other churches, groups and organizations of other religious denominations and affiliations.	50%
TEIR III	Non-profit community organizations; non-member special occasions on a single use basis; nonprofit community organizations on regular basis.	100%

Sanctuary	\$195 minimum	\$45 per hour after 3 hours
Parish Hall	\$195 minimum	\$45 per hour after 3 hours
Kitchen	\$195 minimum	\$45 per hour after 3 hours
Classrooms	\$40 per hour/per room	\$30 per month for 12 step programs
Lost Keys	\$130 per key	
Use of Piano	\$40 per event	
Janitorial	\$20/hour non wedding	\$100 wedding
Sound Tech	\$125	
Light Tech	\$75	

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FACILITY USE GUIDELINES

The congregation of Faith Lutheran Church considers our facilities to be a gift we are eager to share with local serving organizations. We ask only for reimbursement for the utilities, audio, and custodial expenses, and that you reciprocate by careful adherence to the following expectations and those contained in the attached Facility Use Guidelines:

1. Please fill out and return the Facility Use Agreement form to the church office manager. The date and time of your event will be confirmed when you submit your paperwork. The use of our facilities will be approved by an Executive Committee Member.
2. Rental use cannot be in conflict with worship and education use, or any other programs of Faith Lutheran Church.
3. Complete a Certificate of Insurance for use of the facility if applicable.
4. Leave the rooms and grounds in the same condition as you found them, unless other arrangements have been made. Please return all furniture to its original place.
5. If any kitchen articles are used, wash and return them to their proper location. Please leave used towels in dish rack.
6. **No food** may be left behind in the kitchen
7. Replace trash bags with new bags in each trash can; new bags can be found in chair room next to the kitchen.
8. All trash **must be** deposited in the large dumpster, located to the east (left) side of the rear parking lot, before you leave. The key to the dumpster is located on the wall to your left as you exit the back kitchen door. Please re-hang the key there as you leave.
9. TURN OFF LIGHTS AND TEMPERATURE CONTROLS. CLOSE ALL WINDOWS. CLOSE AND LOCK ALL DOORS.
10. No smoking is allowed indoors or on the church property. Do not leave cigarette butts on the church grounds.
11. No alcoholic beverages are allowed on the church property.

UPDATED 28 January 2021

ADDITIONAL COVID-19 GUIDELINES

Effective 8/19/2020, renters of this facility must adhere to the following guidelines:

1. Temperature checks of all attendees are required before attending the event each day it takes place on campus. Anyone with a fever may not attend. A fever is a temperature of 100.4° Fahrenheit (38° Celsius) or above [according to the Centers for Disease Control](#).
2. If any attendees have tested positively for coronavirus at any time, it is the signer's duty to alert the staff before signing the contract.
3. If any attendees test positively for coronavirus during or after the event, the contract's signer is under direct obligation to let Faith Lutheran staff know immediately.
4. Face masks are required AT ALL TIMES for indoor and outdoor use.
5. Maintain a six-foot distance from others at all times.
6. If chairs are used, chairs are to be placed six feet apart minimum.
7. People may not swap chairs at any time; each person must use one chair and each chair must be sanitized afterward.
8. Do not exchange or share items (pencils, instruments, etc.).
9. No physical touching between people.
10. If the event includes the use of instruments, coverings (like masks) must be applied to the bell of each instrument (the end the music comes out of on brass and wind instruments like trumpets, saxes, flutes, etc.).
11. The signer of this form must attend an on-site meeting BEFORE the event takes place.
12. You may use the Fellowship Hall restrooms but may not (with the exception of emergency evacuation procedures) use other parts of the facility unless specifically stated otherwise; the office restrooms are not to be used at this time.
13. The max outdoor capacity for COVID-19 is sixty (60) people standing or sitting. This limit may not be exceeded.
14. All chairs, instruments, and other items belonging to the church MUST be sanitized with disinfecting spray or wipes after use.
15. If you are storing items on campus, all items must be disinfected before being placed back into storage.
16. You may not exceed the "Estimated # of Attendees" requested on the attached form; additional guests may not attend at this time.
17. Indoor facility usage is TBD on a case by case basis.
18. If you have a COVID-19 policy of your own please feel free to share it with us.

Due to the turbulence of COVID-19 and the fluctuation of coronavirus cases in Butte County, the agreed upon date is subject to change or be cancelled. Faith Lutheran Church adopts these strict guidelines so that we may continue to offer a safe, comfortable place in which members of our community may safely gather. We are deeply sorry for any inconvenience this causes and look forward to a time we can resume normal activities. We will do everything within our power to accommodate you during this difficult time.

FAITH LUTHERAN CHURCH FACILITY USE AGREEMENT

Contact Name _____

Organization _____

Address _____

Email Address _____

Contact Phone _____ Alternate Phone _____

Space Desired _____

(Sanctuary, Parish Hall, Classroom, Library)

Date(s) Desired _____ Time _____

(Including setup/cleanup)

Nature of Event _____

Estimate # of Attendees _____

Amount Due _____ Date Paid _____ Receipt # _____

Key Issued? Y / N Key Type _____

Additional Information: _____

I have read and agree to all the terms of this Facility Use Agreement and all attachments.

Name _____ **Date** _____

Signed _____

FLC Staff _____ Date _____

Signed _____