

FAITH LUTHERAN CHURCH
667 East 1st Avenue
Chico, CA 95926
(530) 895-3754
office@chicofaithlutheran.org



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. 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. **Fill out and return the Facility Use Agreement form to the church office manager one (1) week before the start date of your event or earlier.**
4. **Payment in full is due one (1) week before the start date of your event or earlier.**
5. Complete a Certificate of Insurance for use of the facility if applicable. **Your Certificate of Insurance must be turned in one (1) week before the start date of your event or earlier.**
6. You may rent a facility key. All persons who are not members of Faith Lutheran Church must pay a \$25 key deposit, which will be refunded if the key is returned within two (2) weeks after the end date of the event. Keys will not be given to renters until payment has been made and the usage agreement has been signed.
7. Leave the rooms and grounds in the same condition as you found them, unless other arrangements have been made. Return all furniture to its original place.
8. If any kitchen articles are used, wash and return them to their proper location. Leave used towels in the dish rack.
9. **No food** may be left behind in the kitchen.
10. **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. Re-hang the key there as you leave. Replace trash bags with new bags in each trash can; new bags can be found in the janitorial closet next to the kitchen.
11. **Turn off lights and temperature controls. Close all windows. Close and lock all doors.**
12. No smoking is allowed indoors or on the church property. Do not leave cigarette butts on the church grounds.
13. No alcoholic beverages are allowed on the church property.
14. Minors (anyone under the age of 18) may not be left unattended in any room or in any area of the church grounds. An adult must be present in the play area while minors use the play equipment.

FACILITY USE TIER SYSTEM & FEES

The following tier system fees are determined by members of the Faith Lutheran Executive Committee. Payment is due one (1) week prior to the starting date of the event. To receive a refund on key deposits, keys must be returned no later than two (2) weeks after the end date of your event.

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	\$200 minimum	\$50 per hour after 3 hours
Parish Hall	\$200 minimum	\$50 per hour after 3 hours
Kitchen	\$200 minimum	\$50 per hour after 3 hours
Classrooms	\$50 per hour/per room	(\$25/month for 12 step programs)
Key Deposit	\$25	(Refundable after return of key)
Use of Piano	\$50 per event	
Janitorial	\$25/hour non wedding	\$100 wedding
Sound Tech	\$30 per hour	(Minimum \$60)
Light Tech	\$30 per hour	(Minimum \$60)

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 _____