

FAITH LUTHERAN CHURCH
FACILITY USE AGREEMENT AND GUIDELINES

This Facility Use Agreement is entered into on [date] _____
between Faith Lutheran Church of Chico, CA ("FLC" herein)
and _____ ("Renter" herein).

1. **Rental Approval:** All facility use at FLC is determined and approved by the FLC council.
2. **Rental Conflicts:** This rental shall not interfere with other groups, activities, or rentals on site. Should Renter use spaces and property not contracted for in this agreement, Renter agrees to pay the cost associated as disclosed in the Facility Use Tier System attached hereto.
3. **Timely Provision of Documents:** The following must be completed by Renter and received by the church office manager 1 week before the start date of Renter's event or earlier:
 - a) This Facility Use Agreement and attached forms signed and dated;
 - b) Valid, up to date Certificate of Liability Insurance as requested by FLC; and
 - c) Payment in full for the rental.
4. **Orientation:** Renter, and any persons associated with Renter's event, at the discretion of FLC, shall undergo facility orientation. Orientation will consist of a walkthrough of the campus, showing important locations and functions not limited to A/C controls, fire exits and extinguishers, first aid, and emergency protocols. Orientation takes between 30 minutes and one hour.
5. **Use of Sanctuary Audio/Visual (A/V) System:** Should Renter request A/V usage, arrangements must be made with the FLC office manager one (1) month in advance or earlier to allow sufficient time to secure an in-house technician, as outside groups are not allowed to use the system.
6. **Additional Requests:** All other requests for items including chairs, tables, microphones, music stands, storage space, etc. must be made with the FLC office manager two (2) weeks prior to Renter's event or earlier.
7. **Key Rentals:** A key must be rented if Renter's event falls outside of church office hours. A key deposit of \$25 per key is required. Renter may request additional keys. All key holders must provide their name, number, and email address, and undergo facility orientation. Key deposits are fully refundable if keys are returned within one (1) week of the end date of the event.
8. **Campus Care:** Renter agrees to the following:
 - a. Leave the rooms and grounds in the same condition in which they were found before setup.
 - b. Return all furniture to its original place.

- c. If used, kitchen dishes, cups, tableware, cooking utensils, and equipment must be washed, dried, and returned to their proper locations. Dishes may not be left soaking in the sink or on the drying rack. If desired, Renter may use the sanitizer/dishwasher (instructions are posted on its side). Place soiled dish towels, washcloths, etc. in the blue bin labelled “Soiled Linens,” located near the sanitizer/dishwasher.
 - d. No food may be left in the refrigerator, freezer, pantry, counters, or anywhere else on campus.
 - e. Empty the trash. Place bags containing trash in the green dumpster in the south parking lot by Coast Physical Therapy and the alley. Replace trash bags. Replacement trash bags are located in the janitor’s closet between the Fellowship Hall and the kitchen in a labelled cupboard.
 - f. Extra toilet paper and hand towels can be found in the men’s restroom inside of the cupboard in the handicap stall. The keys to the locks are located in the kitchen above the silver fire extinguisher.
 - g. The recycling bin is in an alcove next to the offices near East 1st Ave.
 - h. Spills on linoleum are to be mopped; messes on the carpet are to be vacuumed. The mop and vacuum are located in the janitor’s closet between the Fellowship Hall and kitchen.
 - i. Renter is allowed to use cleaning supplies that can be found beneath the kitchen sink, in the cupboard in the men’s restroom’s handicap stall, or in the janitor’s closet. Renter will return all items to their rightful place and will not remove these items from the campus.
- 9. Appropriate Use of Church Property:**
- a. FLC rents its facilities to many groups that store their belongings on site. Renter will be respectful of these items and will not touch or use them.
 - b. Renter may not store items on campus without permission from FLC staff.
 - c. Renter may adjust the A/C in any room EXCEPT the Sanctuary. The temperature in the Sanctuary must remain constant to avoid damage to the pipe organ. Should any thermostat in the Sanctuary be adjusted by Renter or anyone affiliated with Renter’s event, Renter will, at the discretion of FLC, pay the full cost of tuning and/or repairing pipe organ. Renter may ask FLC staff to adjust the temperature; this request shall be made to FLC’s office manager one (1) week before the start date of the event or earlier.
- 10. Leaving and Locking Up:**
- a. Reset the room to the condition it was found prior to Renter’s event. Do not leave things out with the intention of cleaning up later.
 - b. Turn off all lights.
 - c. The thermostat/s may be left as-is upon exit. They are set to a specific schedule and will revert back automatically.
 - d. Close all windows.
 - e. Lock all doors.
 - f. When exiting, pull every door on the exterior of the building(s) Renter used to make sure each door is locked securely.

11. Use of Family and Children's Spaces:

- a. Minors must be accompanied by a responsible adult 18 years or over at all times.
- b. Minors may not be left unattended in any room, outdoors, or on the playground.
- c. The Grow Room (Cry Room) is intended for children under the age of 3 or children whose needs can be met by spending time in quiet spaces. Children must be accompanied at all times by at least one (1) responsible guardian/attendant 18 years or older. The room must be reset after use (items put away in their original positions). FLC also welcomes those who are nursing or pumping to use this room for these needs. Please be aware that there is no washroom or direct access to water in this room.
- d. There are changing tables in the women's restroom in the Fellowship Hall, as well as in the Grow Room in the sanctuary.
- e. The Nursery and Sunday School Rooms are off-limits to anybody who does not explicitly have a key for that room as assigned by FLC's Director of Family Life.

12. Use of Sanctuary:

- a. The sacristy, robe room, and closets on either side of the organ are not to be accessed unless permission is granted and expressed in writing herein.
- b. Renter may not use any music instruments, including the organ and piano, without express, prior approval from FLC's Director of Worship and Music, and such approval is expressed in writing herein.
- c. Thermostats in the Sanctuary may not be adjusted (see 9.c above).

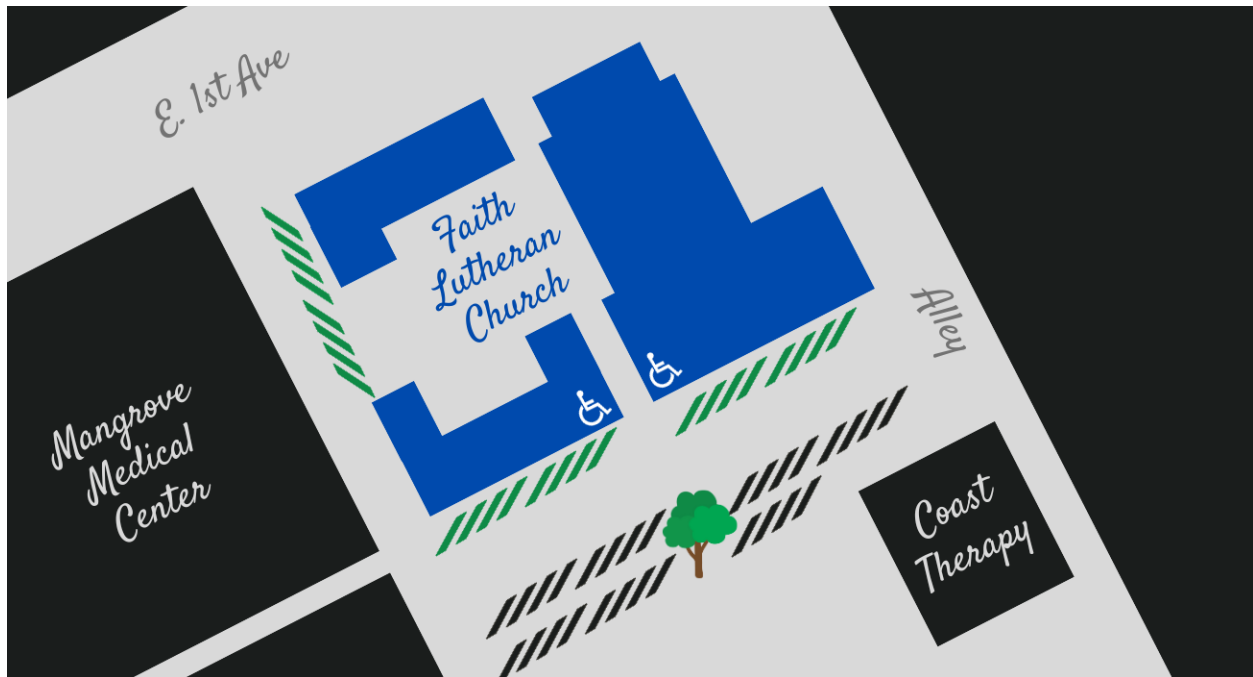
13. FLC Staff Responsibility vs. Renter Responsibility:

- a. Renter is responsible for the setup, execution, and cleanup of their event. This includes setup and takedown of chairs, tables, furnishings, equipment, and any other items used by Renter. This includes cleanup of rooms, counters, and items used in conjunction with serving food.
- b. Renter is responsible for adhering to the guidelines established herein.
- c. The FLC office manager is responsible for ensuring that the space and items Renter reserves are available during the days and times agreed upon herein.
- d. FLC staff is not responsible for Renter's setup, cleanup, catering, childcare, content creation, or advertising.
- e. FLC is not responsible for the protection of personal property belonging to Renter, or those serving at, attending, or participating in Renter's event. Please ensure that belongings are looked after and taken home at the conclusion of the event.

14. **Right to Cancel Contract:** This contract may be cancelled by Renter or FLC for any reason 24 hours prior to the event or earlier. If the contract is cancelled by Renter 24 hours before the event or earlier, all fees previously paid to FLC by Renter will be returned to Renter in a timely manner. Otherwise, FLC reserves the right to retain all rental fees and deposits.

15. **This is a Drug-Free, Smoke-Free, Dry Campus:** Alcohol use, drug use, smoking, and vaping of any substance are never allowed on church grounds.
16. **Violating Laws and Causing Disturbances:** Renter shall not violate any law or ordinance, or create a nuisance by annoying, disturbing, inconveniencing, or interfering with people or activities on site.
17. **Reimbursement for Damages:** Renter shall reimburse FLC, on demand by FLC, for the cost of any repairs to the premises damaged through misuse or neglect by Renter or those serving at, attending, or participating in Renter's event.
18. **Indemnity:** Renter agrees to defend and hold FLC and its agents, members, officers, directors, and employees harmless from and against all costs, damages, claims, liabilities and expenses (including reasonable attorneys' fees) suffered by or claimed against FLC and its agents, members, officers, directors and employees directly or indirectly, based on, arising out of or resulting from Renter's use and occupancy of the spaces rented herein.

WEEKDAY PARKING AT FAITH LUTHERAN CHURCH



Faith Lutheran Church legally shares its parking lot with Mangrove Medical Center and Coast Therapy. On weekdays, our neighbors may use our parking spaces, and on weekends, we may use theirs. By honoring these weekday parking arrangements, you are ensuring that patients and health care workers have ample and accessible parking.

You may park in any green spaces (as shown above). We have 32 spaces. 9 spaces are available on the west side of the building (closest to Mangrove Medical Center), and the remainder hug the building on the south side (closest to Coast Therapy), which includes 5 handicap spaces.

Spaces shown in black (above) that do not directly side our building are not available to use on weekdays.

FACILITY USE TIER SYSTEM

The following tier system fees are determined by members of the
Faith Lutheran Executive Committee.

Programs, organizations and committees of Faith Lutheran Church.	No cost
FLC members use for special occasions; programs, organizations, and committees of other churches; groups and organizations of other religious denominations and affiliations.	50% Discount
Nonprofit community organizations; non-member special occasions for single use basis; nonprofit organizations on regular basis.	Full price

FACILITY PRICING

SPACE	MINIMUM	HOURLY	
Sanctuary	\$225	\$75 an hour	
Fellowship Hall	\$225	\$75 an hour	Includes upright piano use; access to monitor via PC for videos/slideshows; portable sound system.
Kitchen	\$225	\$75 an hour	
Classrooms, Chapel	\$50	\$25 an hour	Per room.
12-Step Group	N/A	\$50 a month	Includes the use of one classroom plus up to 2 containers of storage no larger than 2 feet wide x 1 feet tall, to be provided by the renter.

ADDITIONS

Sanctuary piano use	\$75 per event	
A/V Tech	\$50 an hour	
On-Site Staff	\$29 an hour	
Key Deposit	\$25 per key	This deposit is fully refundable if your key is turned in a week after your event or before. Key rentals are required for weekend and after-hour events.
Tablecloths	\$25 for all tablecloths	
Officiant (Weddings, funerals)	TBD	Meeting with pastor required.
Organist, pianist, musician	TBD	Meeting with Dir. Worship & Music required.

INVOICE

SPACES & ADDITIONS

PRICE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL PRICE

Payment is due by _____

Payment in full for the event as outlined in the Facility Use Agreement, along with the Facility Use Agreement itself and proof of liability insurance, must be turned into the church office and received by church staff one (1) week before the start date of the event or before. If payment is not made in full and if any of the aforementioned documents are not turned in, this rental is subject to cancellation at the discretion of Faith Lutheran Church.

RENTAL DETAILS

Renter's First and Last Name

Organization, Group, Etc.

Address

City

State

Zip

Phone

Email

Nature of Event: _____

Estimated # Attendees: _____ Key Issued? Y / N Key Type: _____

Names, phone numbers, and email addresses of all additional key-holders

Name	Phone	Email

Spaces Reserved: _____

Specify start and end dates/times. Include setup and teardown:

Other reserved items (chairs, tables, stands, etc.):

A/V Details. Check all that apply:

- I would like to make use of the Audio / Visual / Sound system
- I would like to livestream my event

Additional info:

RENTER'S INITIAL

	I have read, understand, and agree to the terms of the Facility Use Agreement and Guidelines.
	I have read and understand the Facility Use Tier System, and agree to pay the cost stated on the Invoice (p.7) in exchange for this rental.
	I understand that my event may be cancelled if payment is not made on time and the appropriate documents (3a) are not turned in 1 week before my event or earlier.
	I understand that I forfeit my key deposit/s if all keys are not turned in within one (1) week of the end date of my event.

Signed: _____ **Date:** _____

FOR OFFICE USE ONLY

FLC Staff Name: _____

Signed: _____ **Date:** _____