

Hope Lutheran Church
Heppner, Oregon
Building Use Policy

Hope Lutheran Church welcomes the use of its facilities by members of the Shared Ministry of Hope Lutheran and All Saints Episcopal Churches, and other groups who support the mission of the congregation. The use of our building becomes an extension of our mission to make disciples for Jesus Christ through worship, education, service and fellowship. We actively seek ways to utilize the building in fulfillment of our mission.

The building, the equipment, furnishings and supplies are the property of the congregation, and shall not be used by any group or individual without prior approval. Property or equipment of the church (including, but not limited to, tables, chairs, electronic equipment, dishes and books) shall not be removed from the building by anyone without prior approval of church staff. Arrangements to use the building or church equipment shall be made through the church office at 541-676-9970.

The church building may not be used for political activities or for any commercial purposes, including garage sales and other fund raisers not directly sponsored by the church.

Building use events fall into one of the following four categories:

Category 1: Congregational events scheduled by church staff, congregation council, or congregation committees. Use of the facility is without charge.

Category 2: Non-profit public service events whose objectives are deemed by church staff to compliment the mission of Hope Lutheran Church. Use of the facility is without charge, although donations to offset building costs are appreciated.

Category 3: Private events of members, including weddings, receptions, anniversaries, etc. Use of the facility is without charge.

Category 4: Use by the general public. Fees for use of the facility will be determined by the Church Council on a case by case basis.

All groups in categories two, three, and four are required to:

1. Sign a facilities use agreement prior to using the requested space.
2. Pay a refundable damage/cleaning deposit of \$100 prior to use. Requests for waiver of this deposit will be subject to approval by the Church Council. Any extraordinary janitorial services required after the premises are vacated will be charged at \$10.00 per hour. Costs of repair or replacement will be charged at the rate actually incurred.
3. Provide a Certificate of Insurance confirming that the user has in place adequate liability coverage for the event.

All fees charged are due in the Church Office in advance of the event.

Church staff may approve single use and occasional building use agreements. The church council shall approve extended building use agreements. The church staff and church council reserve the right to refuse the use of church facilities. A key to the building may be checked out from the church office during regular business hours, and must be returned within three working days after the event.

Hope Lutheran Church
Heppner, Oregon
Facilities Use Agreement

We hereby agree to pay \$_____ for rental of the following church property:

Portion of building to be used: () Sanctuary () Fellowship Hall/Kitchen

Date and time of use: _____

Purpose/type of event: _____

We understand that payment of rental fees and the damage deposit are due in full prior to the date of the event and before receiving a key to the building. We understand that we are bound by the following rules for use of Hope Lutheran property:

- An activities leader must be present from the time of entry into the facility until the time of departure.
- The responsibility and liability for injury to persons or damage to property will be assumed by the organization or individual making the application. A Certificate of Insurance documenting adequate liability coverage must be provided in advance of the event.
- Church facilities will be used with proper respect and care. Groups using the building will leave the facility as clean as they found it, and in good order.
- Food and drink are not allowed in the Sanctuary. Food shall not be left at the church after use of the kitchen.
- Smoking on church property and the use of alcoholic beverages is not allowed.
- Use of the facility does not include permission to use consumables stored in the kitchen such as coffee, tea, paper plates, napkins and the like.
- Any dish towels or dish cloths used by the group shall be left on the kitchen counter, for laundering by church members.
- At the conclusion of use, all lights must be turned off, all windows closed, all doors locked, all trash removed, all appliances turned off, and the thermostat turned down to 55 degrees in winter.
- In the event of damage to church property or equipment, the persons or groups using the facility will be responsible for the cost of repair or replacement.

Use Approved By:

Individual or Authorized Representative

Date
