

Facility Use Policy

Introduction

Campus Lutheran Church welcomes the use of its facilities by Campus Lutheran members and other groups who support the mission of the congregation. The use of our building becomes an extension of our mission of living and sharing the transforming love of Christ. We actively seek ways to utilize the building in fulfillment of our mission.

Arrangements to use the building shall be made with the Campus Lutheran Church office assistant at 573-442-5942. Building use expectations, security deposits, the Facility Use Agreement, and related information will be handled by the office assistant. **The called and professional staff must approve all uses of church property and facilities.** Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Use of the facility for weddings will be approved based on the official wedding policy of Campus Lutheran Church.

The church believes that its property and facilities are to be used for the fellowship of the Body of Christ and to bring glory to God. Although the facilities are not generally open to the public, we sometimes make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian service that is consistent with the Gospel of Jesus Christ. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws, and in various places on its website (<https://www.campuslutheran.org>) and on the website of The Lutheran Church—Missouri Synod, *lcms.org*.

Event Categories

Events utilizing Campus Lutheran Church facilities will fall into one of the following four categories:

Category 1	Congregational events scheduled by the church staff, church council, or congregation groups
Category 2	Member events (weddings, receptions, anniversaries, bridal/baby showers, etc.)
Category 3	Events held by non-profit organizations whose objectives are deemed by staff to complement the mission of Campus Lutheran Church
Category 4	General use

Conditions of Use

1. All groups in categories 2, 3, and 4 are required to sign a Facility Use Agreement ([Appendix A](#)) prior to using the requested space.
2. Events in categories 2, 3, and 4 may be tentatively scheduled 18 months in advance. Sensitivity regarding funerals is expected from building users.
3. Applications for recurring building use by groups in categories 2, 3, and 4 must be submitted annually.
4. Church staff may approve all Facility-Use Agreements, and will notify the council of all recurring agreements.
5. Church staff and/or Church council may modify portions of the Facility Use Agreement as necessary.
6. Church staff and/or Church council, on behalf of Campus Lutheran Church, reserve the right to refuse the use of church facilities to any group, for any reason.
7. All Category 4 events are subject to a \$300 refundable security deposit, which will be returned to the user less any expenses incurred by Campus Lutheran Church as a result of the event/use of the facility in excess of reasonable wear and tear. This security deposit is not considered a fee for usage, but is provided in consideration for Campus Lutheran Church allowing use of its facilities.

Suggested Donations

While no fees are charged for the use of the facilities, donations are suggested to help Campus Lutheran Church offset the expenses incurred by said usage.

Events in Categories 1 and 2 are governed by internal Campus Lutheran Church policies, and suggested donation amounts are addressed in those policies.

Events in Categories 3 and 4 carry suggested donations based on the facilities used:

	Category 3 – Non Profit	Category 4 – General Use
Sanctuary	\$50	\$100
Kitchen	\$50	\$100
Community Life Center	\$75	\$125
Combo: Kitchen/Comm Life Ctr	\$100	\$150
Classroom/Conf Rm/Library	\$25	\$50
Nursery	\$15	\$30

Facility Use Expectations

1. Any permit granting the use of the facilities to groups, as requested in the application, will be limited to the terms of the permit.
2. No group or organization may sublet their use of the facilities to any other group.
3. All facility use permits are subject to cancellation.
4. At its discretion, Campus Lutheran Church may require its representative or delegate to be present at all times during the event.

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5. Groups are restricted to only those areas of the facility that the group has been permitted to use.
6. Generally, alcohol may not be served in the church facility. Use of alcohol at special events may be approved on a case-by-case basis by the Church council.
7. Smoking and vaping are prohibited on church property and in its facilities without exception.
8. No use of tacks, nails, tape, or other materials that could deface or leave permanent marks is permitted.
9. The custodian is responsible for the care of the property and supervises the operation of the physical plant. The custodian or designated representative may assist in the use of the kitchen appliances. The custodian or designated representative does not supervise groups or activities.
10. The responsibility and liability for injury to persons or damage to property must be assumed by the organization or individual making the application.
11. All groups are required to clean up after using the facilities. Rooms and facilities are required to be returned to the order of arrangement they were in prior to the start of scheduled use.
12. Food may not be left at the church after use of the Community Life Center or kitchen.
13. Rice and confetti are prohibited from use anywhere on church property.
14. All dish towels, dish cloths, and tablecloths used by the group shall be put into a designated area.
15. The persons or groups using the facility or property shall restore to the original condition any property destroyed or suffering beyond normal wear and tear. Any equipment/supplies destroyed or missing will be replaced by Campus Lutheran Church with equipment/supplies of equal quality and the cost charged to the user.

Campus Lutheran Church Facility Use Agreement

Name of Person Making Request: _____

Name of Organization: _____

Contact Information:

Phone: _____

Email: _____

We will donate \$_____ for use of the rooms listed below, check payable to *Campus Lutheran Church*:

- 1.
- 2.
- 3.

on the following date(s) _____

at the following times(s) _____

Building deposit (when applicable) \$_____

We understand that we are bound by church building use expectations as published in the Campus Lutheran Facility Use Policy (available upon request).

The undersigned has been given authority to act for and be responsible for the USER making this application. USER will see that the FACILITY is not misused or abused, that there is proper adult supervision at all times, that the FACILITY is used in conformity with all policies and regulations of CAMPUS LUTHERAN CHURCH, and that all other terms of this FACILITY USE AGREEMENT are adhered to and followed.

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The undersigned understands and agrees that this FACILITY USE AGREEMENT does not establish an employer-employee relationship between USER and CAMPUS LUTHERAN CHURCH, that the event is neither a conducted event nor a sponsored event of CAMPUS LUTHERAN CHURCH. In addition, it is understood that CAMPUS LUTHERAN CHURCH will not exercise any physical or other control over the operation of the event other than those already spelled out in this FACILITY USE AGREEMENT. In addition, USER understands that CAMPUS LUTHERAN CHURCH is not providing any supervision by this agreement.

NO OTHER PROMISES OR WARRANTIES

USER understands that no promises are made otherwise than what is contained in this agreement, that no warranties have been made that the FACILITY will be adequate for USER's planned use, and that USER accepts the FACILITY in an AS IS condition.

INITIALS: _____

USER has inspected the facility to be used and has independently determined that it is suitable and safe for their particular purpose.

INITIALS: _____

LIMITATION OF LIABILITY

CAMPUS LUTHERAN CHURCH shall not be liable to anyone under any term, condition, obligation or agreement expressed herein or implied hereunder or any other claim of damage or causes at law or in equity arising out of the use of the facility, the use or maintenance of thee facility or its appurtenances, and equipment unless such damage or injury is caused by or results from: a) any willful or intentional act or intentional omission of CAMPUS LUTHERAN CHURCH, its agents or employees or b) gross negligence of CAMPUS LUTHERAN CHURCH, its agents or employees. Specifically, USER, on behalf of USER and USER'S agents, servants, successor, heirs, and releases, waives, discharges, and covenants not to sue CAMPUS LUTHERAN CHURCH, except any action by USER for breach by CAMPUS LUTHERAN CHURCH of its obligations arising under this agreement and except as provided in the foregoing sentence. Furthermore, USER releases, waives, discharges, and covenants not to sue USER in the event of CAMPUS LUTHERAN CHURCH'S termination of the agreement resulting in the cancellation of USER'S event as described in this agreement or when the termination is the result of earthquake, fire, flood, and/or windstorm, acts of God, action or inaction of governmental agencies or authorities, adverse weather condition, unavailability of necessary materials and supplies, and any such other causes beyond CAMPUS LUTHERAN CHURCH'S control.

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INDEMNIFICATION

USER shall defend, indemnify and hold harmless CAMPUS LUTHERAN CHURCH from and against any and all claims arising from a) USER'S use of the premises, or from the conduct of USER's operations in or about the premises; b) any breach or default in the performance of any obligation on USER'S part to be performed under the terms of this agreement; c) the negligence of USER or any of USER's agents, contractors, employees or guests; d) against all costs, attorney's fees, expenses, and liabilities incurred in the defense of any such claim or any action or proceedings brought thereon.

I (We) have received and read a copy of the building use expectations.

Signed _____ Date _____
USER

Signed _____ Date _____
CAMPUS LUTHERAN CHURCH OFFICIAL