

Facilities Use Request/Agreement

Good Shepherd Lutheran Church 1 Meigs Drive Shalimar, FL32579 651-1022

(name of organization or group)

requests permission of Good Shepherd Lutheran Church, Shalimar, Florida to use:

(room or space desired) on (date) at (time)

for the purpose of: _____
(statement of use)

The person signing this agreement attest that he/she is the one responsible for adherence to the policy set forth on the reverse side and for compliance with the rules set forth below:

1. Arrange to use another room, if requested by the person in charge of a church-related group.
2. No smoking shall be permitted in the buildings.
3. If use of key is necessary, arrange for and be custodian of the key, as agreed upon.
4. If furniture is moved, return it to the arrangement found when the room was entered.
5. Chairs, tables, etc., taken from another room shall be returned to that room.
6. If kitchen is used*, leave it clean – dishes washed and put away. Use of church food, paper goods, or tablecloths is not permitted.
7. No dark colored drinks allowed.
8. All users must leave a damage deposit of \$50 (refundable), if the kitchen is used or food is consumed.
9. Clean up any spilled food or drink, pick up trash and litter, and put outside in the garbage cans.
10. Remove all material belonging to the group.
11. Turn off air conditioning/ heat.
12. Turn off all lights (including restrooms).
13. Lock all doors, as instructed.
14. Park only in designated parking spaces – DO NOT PARK ON THE GRASS!
15. If the Nursery is used: All toys used must be disinfected.

Name/ Organization: _____ Phone: _____
(please print)

Signature Date: _____

PROPERTY BOARD DIRECTOR: _____ Date: _____

Notes/ Comments:

*Please check with the Fellowship Board if the kitchen is being used.

Policy Regarding use of Church Facilities by Non-Church Groups

GENERAL

1. Priority is given to Church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the Church.
2. The facilities may be used by civic and service organizations and those groups whose primary purpose is to provide a service in our community and not solely for the production of a profit.
3. The schedule for use is maintained in the Church office. Change in scheduling must be approved by the office.

FACILITIES

Application for use of Church facilities by non-Church groups or any individuals shall be submitted to the Church office, checked for schedule conflicts with previously scheduled activities for the date requested, and be reviewed by the Director of the Board of Church ProperRes with coordination with the Fellowship Board, when the kitchen will be used or food consumed.

1. Groups/organizations or persons requesting facilities use must affirm that the beliefs, practices and charter of the group requesting the use of the facilities are not inconsistent with, or in the case of individuals making application, their belief and practices are not inconsistent with the Church's faith, practices, or moral teachings. (Those are already summarized in the Church's Purpose, Mission, and Values and Vision statements: [Constitution, \(specifically Preamble, and Articles 2.0 and 3.0\); Bylaws](#); and [GSLC Marriage Policy dated June, 2014](#). These materials are available upon request by anyone desiring to use the Church facilities and before they sign the Request.
2. The group/organization or person seeking facility use must submit a signed "Request and Agreement For Facilities Use" form. By signing, they are affirming their understanding and acceptance of the requirements of Paragraph above.
3. If review of their request raises questions of compliance with Paragraphs 1 & 2 above, the request will be referred to the Pastor for a decision that is final. If no concerns are raised, the request will be approved by the Church ProperRes Board Director, the requester will be notified, and the requested use arrangements can proceed.
4. The Church reserves the right to (1) make assessment for damage or misuse of facilities or equipment and (2) to cancel the privilege of use of its facilities.
5. Since a cost of utilities is involved, the Church may ask for a nominal donation of at least \$5 per hour with a minimum of \$10 per room per meeting.
6. The Group using the facilities is expected to comply with the rules set forth in this Agreement; is not permitted to make a duplicate of the key; and shall appoint one individual to sign the Agreement and be responsible for fulfillment of the requirements of this section; and if replaced by a successor, give notice of the succession and sign the Agreement.