

Zion Lutheran Church, Groveland Florida
Facility Use Guidelines and Agreement

Objective: This document describes the intent of the Zion congregation to provide for use of its facilities, including by non-members. By agreeing to these conditions, users promise to use the facilities with respect for Zion's mission and values, to abide by any conditions for use, and leave the facilities in good repair.

Zion's Mission and Values: The congregation of Zion Lutheran Church maintains a house of worship for prayer, praise, celebration and fellowship. We work to share the good news of God's love, made real for us by the life, death and resurrection of Jesus Christ. We welcome all to share in this ministry and membership. We also recognize a ministry of service to our community in Groveland and so are happy to make available our facilities for use by our neighbors.

Facility Use: Zion seeks to have regular times for worship and education; other events should be planned to fit around scheduled activities (see <https://zionlutheranfl.com> for schedule).

In general, congregational members are welcome to schedule events and use the facilities with no (or minimal) charge. (See Covid-19 requirements below). Non-members are also invited to plan events that are consistent with our mission and values. See Event Planning Section below. A Council representative will be present during all events.

Video recording and photography are at the discretion of the user. However, appropriate respect for the sanctuary is expected. For example, photography during a worship celebration should not take place from the altar area.

Covid-19-related Requirements: While we rejoice in the progress made in containing this pandemic, we still need to respect certain requirements to ensure the health and safety of those using our facilities. These include:

1. Wearing of face masks is strongly recommended while inside the building. As a courtesy, disposable masks are provided inside the entrances.
2. Social distancing is required while inside the building and on the lawn areas. (Pew seating is reduced by allowing seating only in every-other row. Total seating capacity currently is about 60 persons.)
3. Hand sanitizing solutions are provided inside the entrances.
4. Fellowship activities, including eating and drinking, are not permitted inside.
5. The facility is professionally cleaned weekly or after special events to meet Covid requirements. Cost for this service (about \$85) will be part of any charges for facility use.

These requirements may change over time. However, all users of the facilities should agree to the conditions as stated above. Changes made after January 16, 2022, will be shared.

Event Planning: To help schedule events, planners should discuss the proposed event with the Pastor or members of the Church Council in sufficient time to address any questions or specific needs. The information requested on the back of this page should clarify the expectations of planners and Zion.

Liability and Damages: Event planners must agree to repair any damages to facilities or furnishings, beyond normal wear. If kitchen or fellowship area are used, these shall be cleaned (wiped down, swept) as needed. Any decorations and flowers should be removed. Trash bags shall be provided.

January 2022

Event Planning Form

Date of this form ____/____/____

Date of Proposed Event ____/____/____ Pre- or post-event church access needed? Y_/N_

Start time: _____ End time: _____

Description of Event:

Event planned by (name);

Zion member Y_/N_

Address:

Telephone:

email:

Facilities to be Used (*check those requested*):

- ___ Main Sanctuary (pews, pulpit, lectern, altar)
- ___ Choir Loft (only available for seating per Covid restrictions)
- ___ Piano or Organ
- ___ Public Address System
- ___ (Coverings on altar, pulpit and lectern are, by default, removed, as are candles and crucifix. Arrangements may be made to have these available.)
- ___ Sacristy (small room to right of altar)
- ___ Fellowship room (only available for seating, per Covid restrictions)
- N/A Kitchen (not available per Covid restrictions)
- ___ Back door with wheel-chair accessible ramp
- ___ Off-street parking (behind building) including designated handicapped parking, capacity ~8 vehicles. (On-street parking can accommodate ~10 vehicles.)
- ___ Other (e.g. chairs and tables) may be available for loan by arrangement.

Further Event Details:

Fees: _____ \$300.00 (Standard fee for events scheduled by non-members, covering utilities, attendance of Council representative, normal wear)

_____ \$85.00 Cleaning fee

_____ Other (describe)

Total: _____ (to be paid upon event approval)

Responsible Party:

I request approval for the above-described event. I will ensure participants know and respect the conditions of use. I will be responsible for all fees identified above and any damages to the facilities.

Signed: _____ Date: _____

Printed Name: _____