



Grace Lutheran Church

1408 Washington St.
Wenatchee, WA 98801-2555
Phone: (509) 663-2189
Email: office@glcwen.org

BUILDING USE AGREEMENT (for non-profit organizations only)

Name of Organization _____

Address: _____

Contact Person Name and Telephone: _____

Date(s) & time(s) facility to be used: _____

The following rules and regulations apply to all users of Grace Lutheran Church facilities:

1. NO SMOKING is allowed in the building;
2. NO ALCOHOLIC BEVERAGES are allowed on church premises at any time;
3. No animals are allowed inside the building, except seeing-eye dogs, without written consent of the Church Council;
4. NO FOOD OR BEVERAGES allowed in the Sanctuary at any time!
5. All rooms used (including restrooms) shall be left clean and tidy. All garbage must be bagged and taken to the dumpster available in the back parking lot;
6. ***All entrances and windows must be secured, locked, and lights turned off at the end of your stay/function!!*** In the best interest of safety and conservation of energy, outside doors and windows should remain closed while heating or cooling is in use.
7. Use of kitchen equipment, cookware, dishes, flatware and table linens is not allowed unless permission is granted in writing by the church office; if permission to use the kitchen is granted, all floors shall be mopped and all sinks and countertops shall be thoroughly cleaned. Cleaning supplies are located in the broom closet;
8. No tacks, nails, staples or tape will be used in/on walls, doors or woodwork at any time;
9. No fund-raising activities involving games of chance are allowed at any time;
10. No charged admission to any function is allowed at any time;
11. Use of open flame (e.g. candles, oil lamps, fires, etc.) is strictly prohibited in the building.
12. No one shall be in the balcony in the sanctuary. No use of our musical equipment for any reason including grand piano in the sanctuary.
13. The individual signed below, representing the user of the facility, personally guarantees, along with the organization, that the rules will be followed and that they are responsible for all breakages and/or damage done during said usage. The cost of all cleaning and/or repairs due to your use of the building will be billed to your organization or you.

The above rules will be strictly enforced and failure to comply will mean that you/your organization will not be allowed to use the facility again.

I, the undersigned, agree to comply with the rules as stated above.

Name _____ Date: _____

Approval by Grace Lutheran Church

By _____ Date: _____