

Resurrection Lutheran Church
Newnan, Georgia

Property Rental Policies

Resurrection Lutheran Church's primary purpose is to carry on the mission and ministry of the congregation. We have a desire to serve as an outreach to the community and be a partner with community organizations for ongoing use. We are happy that you are interested in utilizing our facilities.

So that all church members and others can enjoy our facilities, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you. These forms are to be used as a one-time agreement within the agreed upon day(s) and hours.

Building use activities fall under the jurisdiction of the Office Administrator, Pastor, Congregational Property Committee, and Event Coordination Team. Requests for use of the building are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved, signed, and executed through the church office. Local organizations and individuals are welcome to rent our property. However, our first priority is to congregational programs and membership needs. Priority is then determined by the listed persons and committees listed above.

Approval for the use of the grounds and/or facilities of the congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregational facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings, or grounds that conflict with the practices of this congregation or the Evangelical Lutheran Church in America (ELCA).

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Application. Found in this packet or by visiting our website: www.resurrectionlutheran-newnan.org. Please return to church office when finished.
2. Once approved you will be notified and put in touch with one of our event coordinators to schedule a walk-through and sign the final paperwork and pay the deposit.

Property Use Application

Name of Individual or Organization: _____

Person Responsible for Event & Contact: _____

Address: _____

Day Phone: _____ Email: _____

Cell Phone: _____

Organization's purpose for utilizing the facility:

Date(s) Requested (MM/DD/YY): _____

Start Time: _____ End Time: _____ # of Hours _____

Describe **in detail** the type of event you will be bringing to our facility. Please include approximate number of participants, activities, additional items being rented / used on property (bouncy houses, food trucks, caterers, etc.):

Will tickets be sold, or admission charged for your event? If yes, what is the ticket price or admission fee? Yes No \$ _____

If yes, how will the net proceeds of this event be used?

Is your group a Nonprofit 501(c)(3) organization? Yes No

Nonprofit Tax ID Number: _____

Rooms / Facilities Requested:

- Fellowship Hall Pavilion Kitchen
- Conference Room Classroom Other: _____

Anticipated Number of Participants: _____

Will food or drink be consumed? Yes No

Special Needs / Requests:

Equipment Needs:

- TV Speakers Microphone(s) / Stands
- Podium AV Equipment

Tables # _____ Chairs # _____ Linen Tablecloths # _____

Please note: For non-member events there is a rental fee for tables, chairs, and linen tablecloths. The cost for each of these is listed under "Fellowship Hall" below.

Certificate of Insurance Requirement

Non-church groups are required to provide certificates of insurance naming as additional insured. A certificate should be turned in to the church office one week prior to use.

Name of Applicant (Printed): _____ Date: _____

Signature of Applicant: _____ Title: _____

Congregation Use Only

- Request Approved Request Denied

Application Received by: _____ Date: _____

Approved Signature: _____ Position: _____

Release and Indemnity Agreement

This Release and Indemnity Agreement is between Resurrection Lutheran Church and _____(organization / individual).

NOW, THEREFORE, in consideration of permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

1. Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges and its administrator, directors, agents, officers, pastor, members, volunteers and/or employees, from any and all liability, claims, demands, losses, or damages arising out of use of the property.

ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all items and décor brought in after the rental time has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy of Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: _____

Name of Applicant (Printed): _____ Date: _____

Signature of Applicant: _____ Title: _____

Fees, Rules, and Regulations for Facility Usage

Fee Schedule

Deposits are due at the time of approval and are required before the event is put on the calendar and reserved. All other fees are due one week prior to the event and no money will be exchanged on the day of the event.

Please note: A 2-hour minimum is required to reserve facilities.

Facility	Member Fee	Non-Member Fee	Refundable Deposit
Pavilion, Playground, Parking Lot	\$25/hr	\$50/hr	\$150**
Fellowship Hall (0-30 people) <i>Seated, Utilizing Tables</i>	\$25/hr	\$50/hr	\$150**
Fellowship Hall (31-64 people) <i>Seated, Utilizing Tables</i>	\$50/hr	\$75/hr	\$150**
Fellowship Hall (31-100) <i>Not Seated, Standing / Mingling</i>	\$50/hr	\$100/hr	\$150**
Kitchen <i>Includes: Stove/Oven, Sinks, Counters Does Not Include: Utensils, Kitchen Items, Dishwasher, Use of Ice Machine</i>	\$0	\$75 <i>flat fee</i>	-
Classroom	\$0	\$15/hr	\$50**
Conference Room	\$0	\$15/hr	\$50**
AV Tech Staff	\$20/hr	\$20/hr	-
Event Coordinator <i>Utilized to Open, Close Building Included in Rental Fee</i> <i>For larger events (weddings) coordinator will be on site for entire event and will be paid hourly for event.</i>	\$0	\$20/hr	-
Cleaning Fee* <i>The cleaning fee will be assessed when the facility is not cleaned properly or left in the condition in which it was found.</i>	\$100	\$100	-

*If damages or cleaning is excessive or extends past the damage deposit, additional fees may be assessed at Resurrection Lutheran Church's discretion in order to repair damage or remunerate staff time.

** All deposits will be refunded within 5-7 business days of the event if there are not charges against the security deposit.

Rules and Regulations

General Church Property

1. CHURCH PROPERTY: Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc. may be used when utilizing the facility in conjunction with the rules and fees stated below.
2. FACILITY CARE: The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
3. NO SMOKING and NO ALCOHOL USE ALLOWED: All members of all groups using our facilities shall abide at all times by a "no smoking" rule in all parts of the building and on all parts of the property, including corridors and restrooms.
4. SUPERVISION OF YOUTH & CHILDREN: This congregation seeks to provide a safe environment for children and youth. All users of the facilities are expected to follow the guidelines of this policy including the following:
 - a. No fewer than two adults should be present at all times during any program or event involving children or youth.
 - b. Adult supervision is required at all times both inside and outside the church property including the playground and parking lot.
 - c. Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
5. EMERGENCY SCHEDULING CONFLICTS: The congregation reserves the right to pre-empt any facility for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
6. BREAKAGE / CLEANING: All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person(s) signing this application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

Should the facility be left in unsatisfactory condition, the individual / organization is responsible for any costs incurred to return it to satisfactory condition as determined by the committee and/or pastor. These costs may include, but are not limited to, extensive cleaning or repairs. Any amount owed after applying the security deposit must be paid within 10 days of notification. (Specific costs of repairs and staff time will be documented and forwarded with billing for additional costs.)

7. SECURITY: The congregation works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.

8. FINAL DECISIONS: In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregational Council of Resurrection Lutheran Church or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregational Council's directions or forfeit the use of any part of the facility immediately.

Pavilion / Outdoor Space

1. SPACES INCLUDED IN RENTAL: When renting the pavilion, the individual(s) or organization may utilize the pavilion, picnic tables, grassy areas, playground, and parking lot. **The fire pit and roasting grill may not be utilized.**
2. TABLES / BENCHES: When utilizing tables, **a tablecloth must be used to prevent damage or wear on the tables (this may include plastic, linen, or felt-lined tablecloths).**
3. ADDITIONAL TABLES: Additional banquet style tables may be utilized in these areas from the church for an additional fee (please see rental item inventory list under "fellowship hall" for the price).
4. TENTS / ADDITIONAL RENTAL ITEMS: Individual(s) or the organization may wish to rent additional tents or other items (such as bouncy houses) to bring on property. It is up to the individual(s) / organization renting to coordinate delivery and set up with the assigned event coordinator. Items such as bouncy houses, must not be put up until the day of the event due to liability.
5. DECORATIONS: Decorations may be utilized in a way that does not mark or damage the pavilion, hanging fabric, temporary walls, or other parts of the facility. Therefore, decorations that require hanging may **NOT** be done so using nails, staples, drills, paint, or sidewalk chalk. Decorations must also be communicated and pre-approved by the assigned event coordinator.
6. CHILD SUPERVISION: Children must be always supervised by adults to prevent injury, damage, or other potential harm.
7. PROHIBITED ITEMS: Due to complicated clean up upon breaking, glass bottles may not be used on property. Additionally, smoking is prohibited on the premises and vehicles may not be driven on the grass. Unloading and loading may take place in the circle pull through temporarily, but vehicles must be pulled into a parking space once unloaded to keep the fire lane clear. Food trucks may not park in the circle / unloading area but may park in designated spots. (Please review map in this packet.)
8. NOISE LEVEL: Maintaining a reasonable awareness of noise is important so that we may be respectful to our neighbors and to avoid any noise ordinance violations. Please be aware of the noise level of music, videos, entertainment, and guests at all times.
9. TRASH / CLEAN UP: All trash must be removed upon leaving the facility. You may utilize the dumpster on property, *unless there is an unusually large amount of trash*, in which case we ask that you take it off sight to dispose of so that you do not incur a dumpster usage fee. The pavilion, playground, parking lot, and property must be left in the condition in which it

was found. If the facility requires clean up from staff, a cleaning fee will be assessed (please see fee schedule).

Please utilize the cleaning checklist to ensure proper clean up and avoid cleaning fees.

10. ANIMALS & WASTE: All animals must be always attended and provided with sufficient water. Animal waste must be picked up utilizing a waste bag or small grocery bag and disposed of with the trash.
11. PORTABLE RESTROOMS: When the pavilion is rented solely, restrooms inside the building will not be available. Therefore, we encourage you to utilize ?????? to rent a portable restroom for your guests. Guests may **NOT** relieve themselves on the property.

Fellowship Hall

1. SPACE INCLUDED IN RENTAL: When renting the fellowship hall, the individual(s) or organization may utilize the hall and the room dividers provided inside the hall. Restrooms located down the hallway are also available for use.
2. NUMBER OF GUESTS: Due to space restrictions, up to 64 people may fit in the fellowship hall while also utilizing tables and chairs for seating. However, 100 people may fit in the fellowship hall if seating is not utilized and guests mingle and stand for the most part.
3. TABLES, CHAIRS, & LINENS: Banquet style tables, chairs, and white linens are available to use for a small rental fee. This will need to be communicated to the assigned event coordinator at the time of your application.
 - a. Banquet Table - \$5/each
 - b. Gray Chairs - \$1/each
 - c. Linens - \$5 / each

It is important that tables and chairs not be drug across the floor, thereby marking the floor. Please utilize a number of people to carry these items rather than scooting them.

4. DECORATIONS: Decorations may be utilized in a way that does not mark or damage the walls, windows, doors, or flooring. Therefore, decorations that require hanging may **NOT** be done so using nails, staples, drills, paint, or sidewalk chalk. It is recommended that a wall-safe putty or command strip be used. Decorations must also be communicated and pre-approved by the assigned event coordinator.
5. CHILD SUPERVISION: Children must be always supervised by adults to prevent injury, damage, or other potential harm.
6. PROHIBITED ITEMS: Due to complicated clean up upon breaking, glass bottles may not be used on property. Additionally, smoking is prohibited on the premises. Unloading and loading may take place in the circle pull through temporarily, but vehicles must be pulled into a parking space once unloaded to keep the fire lane clear.

7. TRASH / CLEAN UP: All trash must be removed upon leaving the facility. You may utilize the dumpster on property, unless there is an unusually large amount of trash, in which case we ask that you take it off sight to dispose of so that you do not incur a dumpster usage fee.

The fellowship hall be left in the condition in which it was found. Tables and chairs utilized must be wiped down and put back in designated areas communicated by the assigned event coordinator. Linens must be placed in the laundry basket provided for dry cleaning. The individual(s) /organization renting the fellowship hall must also check the restrooms and clean if needed. If the facility requires clean up from staff, a cleaning fee will be assessed (please see fee schedule).

Please utilize the cleaning checklist to ensure proper clean up and avoid cleaning fees.

Kitchen

1. SPACE INCLUDED IN RENTAL: When renting the kitchen you may utilize the counterspace, sinks, microwave, refrigerator (storage), oven, and stove. ***This does not include use of kitchen items (renter must bring their own) or use of the dishwasher or ice maker.***
2. CHILD SUPERVISION: Children may not be in the kitchen due to potential harm or damage.
3. TRASH / CLEAN UP: All trash must be removed upon leaving the facility. You may utilize the dumpster on property, unless there is an unusually large amount of trash, in which case we ask that you take it off sight to dispose of so that you do not incur a dumpster usage fee.

The kitchen must be left in the condition in which it was found. Counters must be wiped down and the floor swept. ***All leftover / remaining food must be taken when leaving or disposed of with the trash. Any leftovers remaining in the kitchen or refrigerator that need to be thrown away is subject to the cleaning fee.***

Please utilize the cleaning checklist to ensure proper clean up and avoid cleaning fees.

4. PROHIBITED: Due to complicated clean up upon breaking, glass bottles may not be used on property. Additionally, smoking is prohibited on the premises. ***Individual(s) / organizations may not use paper products, utensils, or other kitchen items belonging to the congregation.***

Classroom / Conference Room

1. SPACES INCLUDED IN RENTAL: When renting a classroom or conference room the room and restrooms down the hallways are included in the rental fee. You may utilize white boards, whiteboard markers, tables, and chairs within the classroom. If AV equipment or a TV is required, an additional rental fee will be assessed.
2. DECORATIONS: Decorations may be utilized in a way that does not mark or damage the room, hanging fabric, temporary walls, or other parts of the facility. Therefore, decorations that require hanging may NOT be done so using nails, staples, drills, paint, or sidewalk chalk. Decorations must also be communicated and pre-approved by the assigned event coordinator.

3. CHILD SUPERVISION: Children must be always supervised by adults to prevent injury, damage, or other potential harm.
4. PROHIBITED ITEMS: Due to complicated clean up upon breaking, glass bottles may not be used on property. Additionally, smoking is prohibited on the premises
5. TRASH / CLEAN UP: All trash must be removed upon leaving the facility. You may utilize the dumpster on property, unless there is an unusually large amount of trash, in which case we ask that you take it off sight to dispose of so that you do not incur a dumpster usage fee.

Clean up includes wiping down tables, removing trash, décor, or other items used, and returning the room to the condition it was found in. The individual(s) / organization renting the space will also need to check to see if additional cleaning of the restrooms is necessary before leaving. If the facility requires clean up from staff, a cleaning fee will be assessed (please see fee schedule).

Please utilize the cleaning checklist to ensure proper clean up and avoid cleaning fees.

Cleaning Checklist

- All trash put in the dumpster. This includes trash from all trash cans located in rented areas AND restrooms. The dumpster is located in the parking lot of the church in the front corner of the lot.
- Sinks must be cleaned.
- Any kitchen appliances must be cleaned.
- Wipe down all counters, tables, chairs, or work surfaces.
- All decorations or props must be removed immediately. The church is not responsible for anything left behind and an additional cleaning fee may be incurred if not properly cleaned up and removed.
- All tables and chairs must be folded and returned to the designated areas.
- All interior floors must be swept and a damp mop used to clean any spots.
- Do not leave leftover food in the refrigerator or in the building. Arrangements should be made prior to the event to distribute leftovers.
- The facilities should be left in satisfactory condition, which means in the same condition in which it was found upon your entry.

I have thoroughly read over the rules, regulations, and expectations above and agree to abide by them.

Name of Organization: _____

Name of Applicant (Printed): _____ Date: _____

Signature of Applicant: _____ Title: _____

Congregation Use Only

Assigned Event Coordinator: _____

Spaces Rented: Pavilion Fellowship Hall Kitchen
 Classroom Conference Room Other: _____

_____ Assigned Event Coordinator Initials Pre-Event Walkthrough

Notes:

_____ Assigned Event Coordinator Initials Post-Event Walkthrough

Notes:

_____ Office Administrator Initials

Deposit Refunded Amount: _____ Date: _____

Deposit Retained Amount: _____ Date: _____

Reason: _____

Please attach any documentation (photos, communication, etc.) to this document.