



## Calvary Lutheran Church, ELCA

119 North King Street  
Morganton, NC 28655  
828-437-0780 Telephone  
828-437-1276 Fax  
www.clcmorganton.org

### Facilities Use Policy

Calvary Lutheran Church welcomes the opportunity to share the gift of our facilities with our neighbors to promote religious, educational, social services, and other character-building experiences and functions. This is God's house and we ask that all who enters here respect it as a place of worship.

Please read the entire document before signing. It describes what is expected of each user of the facilities. If there are questions about any section of this policy, please contact the vice president of the Congregation Council, **Jim Voltmer at 439-4252** for clarification before signing and thereby agreeing to all the conditions listed herein. Only person(s) authorized to act on the user group's behalf may sign for the group. A copy of the policy and application will be sent back to the user group once it is approved and entered on the church calendar. Please notify the church immediately if plans change.

#### 1. General Instructions

- a. Read the policy carefully and sign the agreement. Complete the Facilities Use Request Form, page 4 of this policy, and return the signed policy, the completed form, and required deposit to: Calvary Lutheran Church, 119 North King Street, Morganton, NC 28655.
- b. The facility will be reserved when all three items – signed policy, completed form, and deposit – are received by the church office.
- c. The vice president of the Congregation Council must approve and sign the Facilities Use Request Form before the event is placed on the church calendar.
- d. The entire fee must be pre-paid to the church office three (3) days prior to the date of use. The vice president of the Congregation Council has the authority to waive any specific use fee.
- e. Checks are made payable to Calvary Lutheran Church. The name of the group and/or activity should be indicated on the check.
- f. The church sexton will open the facility for the event and may be called if any problems during preparations or the event itself. The sexton, **Ron Cain**, may be reached at **828-584-2302**.

#### 2. General Use

- a. Facilities are available on the basis of Calvary Lutheran Church priorities. These priorities are
  - i. Calvary Lutheran Church sponsored activities
  - ii. Calvary Lutheran Church member activities
  - iii. Other churches and Christian organizations
  - iv. Community service
  - v. Other groups
- b. Only non-profit organizations/individuals will be allowed use of facilities. Use of the facilities for commercial or political purposes is not permitted.
- c. Use of the church facilities by any person or group holding a doctrinal or philosophical view not compatible with the beliefs and/or policies of Calvary Lutheran Church is not permitted.
- d. Non-church sponsored activities conducted past 12 noon on Saturdays are discouraged due to conflict with the church's set-up needs for Sunday usage. An additional fee for cleaning up may be added at Calvary Lutheran's discretion.

- e. All groups must be out of the church building by 9:30 p.m. Any exceptions must be approved by the vice president of the Congregation Council.
  - f. All requests for facility use must be submitted on a Calvary Lutheran Church Facilities Use Request form to be considered for approval by the vice president of this congregation. The applicant will be informed of the decision as soon as possible. The vice president may upon occasion seek the advice of the Congregation Council. In these cases, please note that approval could take up to one (1) month.
  - g. The individual signing as the authorized representative will be held responsible for any damage to the facilities.
  - h. Groups using the facilities are responsible for maintaining and cleaning up the facilities per the cleanup instructions and checklist attached. The facilities are to be left in as good as, or better condition, than they were found. All lights must be turned off before leaving and the doors and windows secured. A fee may be charged for damage and/or extra staff time used for cleanup. All furniture must be returned to the way it was found. Refer to the black loose-leaf binder, *Operating Rules for Kitchen Equipment*, located in the kitchen for operation instructions for all kitchen equipment.
  - i. The user group may use only those rooms and outside areas covered by the application. The users are to be sensitive to other activities taking place in other parts of the church facilities.
  - j. Nursery services are not provided.
  - k. A security deposit of \$100 is required. If the facility is left as found, the deposit will be refunded.
  - l. Food and beverages are permitted only in the kitchen and Old and New Fellowship Halls.
  - m. Food, beverages, condiments, tableware and linens are to be provided by the user.
  - n. All garbage should be sacked and deposited in the trash cans outside the kitchen. Recyclables may be rinsed and deposited according to the labeled containers in the kitchens.
  - o. Tables and chairs are available for use. The user group is responsible for set up and take down, leaving the tables and chairs that were set up upon the group's arrival.
  - p. Notices and signs used in the facility must receive prior use approval in writing by the Vice President of the Congregation Council and are to be removed immediately after the event.
  - q. Storage of user supplies and equipment is not permitted. It is necessary for the user group to bring such items into the facility immediately prior to use and remove them immediately after the event.
  - r. Parking is permitted only in areas designated for that purpose. Reasonable care is to be taken with regard to litter and landscaping.
  - s. The number of people attending the event may not exceed the capacity of the room as set by the Fire Marshall. The capacities are: Sanctuary – 252 people; New Fellowship Hall – 150 using tables, 325 using chairs only; Old Fellowship Hall – 50 using tables, 75 using chairs only.
3. Facility Use Scheduling
- a. Consideration will be given to groups that meet on a regular basis. These groups must complete a Facilities Use Request Form annually during the month of January.
  - b. Requests must be submitted at least one month prior to the date of the event.
  - c. After approval, requests will be considered in the order received and placed on the calendar
  - d. Weddings must be scheduled six (6) months in advance.
  - e. The completed Facilities Use Request Form must be approved by the appropriate church official. After approval a higher priority group will not have preference to the facility.
  - f. Fee – See Appendix III for a schedule of fees.

4. Hold Harmless Agreement

It is an express condition of the possession agreement that Calvary Lutheran Church and its officers, clergy and employees shall be free from any and all claims for damages or suits for or by reason of any death or deaths of or injury or injuries to any person or persons or damages to property of any kind whatsoever, from any cause or causes whatsoever while in or upon said premises during the term of this possession agreement; and user hereby covenants and agrees to indemnify and to hold harmless Calvary Lutheran Church and its officers, clergy, and employees from all liabilities, charges legal and other necessary expenses and costs on account of or by reason of such death or deaths or injury or injuries, liabilities, claims, suits, or losses however occurring or damages out of same.

Name of Group \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

I hereby certify that I am the authorized contact person of the group named above and that the group will adhere to the terms and conditions of this form, the Facilities Use Policy of Calvary Lutheran Church and any other written agreements deemed necessary to accommodate this request. I have read and understood this Facilities Use Policy and do commit the group named above to compliance with the instructions written herein.

Signature – Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Street Address of Authorized Representative \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number(s) of Authorized Representative \_\_\_\_\_

For Church Use Only	
Approved _____	Denied _____ Date _____
By _____	Person performing building check _____
Other (i.e., special instructions, reason for denial): _____ _____	
Deposit _____	Date Paid _____
Refund _____	Date Paid _____
Fees _____	Date Paid _____
Building Check-out: _____ OK _____ Not OK (Explain below.) _____ _____	



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### Facilities Use Request Form

Calvary Lutheran Church welcomes you to our facilities. Please be certain you have read and agreed to the Facilities Use Policy before completing this form. If you have any problems with the facility outside Calvary Lutheran office hours, please contact the church sexton, **Ron Cain at 828-584-2302.**

1. Name of Organization \_\_\_\_\_
2. Name of Authorized Representative \_\_\_\_\_  
 Address of Authorized Representative \_\_\_\_\_

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- Authorized Representative's Telephone # \_\_\_\_\_ Cell \_\_\_\_\_
3. Areas of church requested for use (Please check all that apply):  
 New Fellowship Hall     Old Fellowship Hall     Chapel     Sanctuary  
 Classroom     Other (Specify) \_\_\_\_\_
4. Date of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_  
*(Times listed should include preparation time and clean-up time.)*
5. Number People to attend: \_\_\_\_\_
6. Description of Event: \_\_\_\_\_
7. Is event affiliated with a Calvary Lutheran Church member?     Yes     No
8. If yes, please provide the name, address and telephone of the church member.  
 CLC Member Name \_\_\_\_\_ Telephone \_\_\_\_\_  
 CLC Member Address \_\_\_\_\_
9. A signed copy of the Calvary Lutheran Church Facilities Use Policy must accompany this form for your application to be considered. When the application has been approved, signed copies of all forms submitted will be returned to the Authorized Representative. If the application is denied, all forms and deposits will be returned to the Authorized Representative. Please note that use of the facility is offered on a first-come-first-serve basis within the scope of church priorities. It is advisable to submit your application as soon as possible. It must be submitted at least one month prior to date of event.
10. Authorized Representative Signature \_\_\_\_\_
11. Date application submitted \_\_\_\_\_



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### Appendix II to Calvary Lutheran Church Facilities Use Policy

## Facilities Clean-up Checklist

Calvary Lutheran Church thanks you for considering our facilities as a place to hold your event. It is a place of worship and Christian fellowship, and we are happy to share it with you. To assist you in leaving the facility in the same manner in which you found it, we have prepared a checklist of things to do when the event is over. Please note that all cleaning equipment and supplies may be found in the janitor's closet located in the lobby outside New Fellowship Hall.

1.  Carpeted floors have been vacuumed.
2.  Tiled floors have been swept and mopped. (Use only *Image Neutral Floor Cleaner* and COLD water on all tile floors.)
3.  Hardwood floors have been dust mopped. **Do not use water on the hardwood floors. Dust mop only.**
4.  All trash containers used during the event have been emptied into plastic bags and the plastic bags placed in the garbage containers outside the New Fellowship Hall kitchen (door beside the coffee maker). Lids on outside containers cover the garbage container securely. All trash liners have been replaced.
5.  Bathrooms
  - a.  Commodes are cleaned with *Clorox Clean-up Spray* as needed.
  - b.  Mirrors and sinks are cleaned with disinfectant wipes or cleaners.
  - c.  Floors have been swept and mopped.
  - d.  Trash containers have been emptied and liners replaced.
6.  All furniture has been replaced as found prior to the event.
7.  Clean-up responsibilities posted in the New Fellowship Hall kitchen have been completed.



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### Appendix III to Calvary Lutheran Church Facilities Use Policy

#### Fee Schedule

Calvary Lutheran Church Sanctuary	\$ 75.00
The New Fellowship Hall	25.00
The Old Fellowship Hall	15.00
The Chapel	15.00
A Classroom	10.00
Optional Clean-up Charge	\$100.00