

# CHRIST LUTHERAN CHURCH

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## CLC BUILDING USE PACKET



**Northwest Washington Synod**  
Evangelical Lutheran Church in America  
God's work. Our hands.

Final Draft  
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## **INTRODUCTION**

Thank you for considering Christ Lutheran Church for your event! We are honored to be able to support your function. The Church Administrator is available to answer questions and assist with your request. Use of the building or grounds in ways not covered by this document will be considered as per your inquiries. Your Facility Use Application will be submitted to the Church Administrator either in office or by email.

**Ministry:** Our facility exists to serve our community - to be a place where we proclaim and experience the Gospel - through outreach, worship, fellowship, study, and service.

**Community:** Our facility is available for CLC\* activities as well as for community groups and organizations, per the policies and procedures established by the Church Council. Such uses include but are not limited to meetings, educational events, weddings, memorial and other services, and arts & music performances. All persons are welcome without regard to ethnicity, age, sexual orientation, gender identity, abilities, or socioeconomic status.

**Affordability:** Facilities are made available at reasonable rates to compensate for operational expenses. Any for-profit use must be on a de-minimis, non-recurring use, unless negotiated with the Church Council in accordance with tax laws.

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**\*CLC - Christ Lutheran Church. The initial form will be used most frequently.**

# DESCRIPTIONS OF AVAILABLE SPACES

- **FIRESIDE MEETING ROOM**

Enjoy the beautiful Fireside Room - a professional office style meeting room with a half kitchen. Tables and seating for up to 25 people, and options of varying layout.

- **FIRESIDE & NARTHEX**

Open and bright, the main entrance at CLC enters directly into the Narthex with the adjacent Fireside Room tucked behind a lovely stained glass door. Use of both spaces can accommodate up to 60 people. Great for hosting professional and social events or interactive style business meetings.

- **SANCTUARY**

With capacity to seat up to 200 people, the sanctuary can be utilized for performances, meetings, services or celebrations alike. The sanctuary, and especially the alter area, are important in the worship life of the congregation. As such, these spaces are to be used with respect.

- **PRAYGROUND/NURSERY**

A space created with infants and toddlers in mind, the prayground offers a viewing room with audio for any services in the sanctuary, as well as a comfortable space for parents and families in need.

- **GODLY PLAY ROOM**

An open concept room with a divider option dependent on your needs. Space for 15 people.

- **YOUTH ROOM**

Our youth room is filled with casual seating that includes a table, chairs, and couches to facilitate a comfortable social setting or casual meeting. Space for 15 people.

- **ED WING PACKAGE**

Both youth and godly play rooms included. Capacity of 30.

- **KITCHEN**

Utilize our beautiful, big kitchen with commercial dishwasher and prep countertops, service window and two ranges. Food must be cooked off-site but may be prepared/assembled onsite.

- **FELLOWSHIP HALL**

Seating for up to 100 people, this versatile space is great to host a formal presentation or share a meal. Mics/sound/visual available upon request and approval.

- **HALL & KITCHEN**

If your event will provide food, adding the kitchen along with the Fellowship Hall will ensure you have access to all you need to smash your event out of the park!

- **FULL BUILDING USE**

Contact CLC office with your request. Determination of availability and a quote will be prepared based upon the event's usage of space, number of participants, and duration. Capacity of 300 people.

# FACILITY USE FEE SCHEDULE

1. Fees based on initial 2 hour use. Fees for additional hours will be pro-rated.
2. A refundable damage/clean-up deposit may be required along with the use fee. If so, it will be listed on the Facility Use Agreement.
3. Fees for space usage are to be paid to CLC prior to the beginning of the event unless other arrangements are made in advance. Payment should be submitted via Church Administrator (parishadmin@clcferndale.org) or designee.
4. Restrooms are available for all spaces.
5. On an individual basis, requests for waived or reduced fees will be considered for non-profit and community service groups.
6. See Policies on pages 5-7 for further information and clarification.

SPACE	Member	Non-Member
Fireside Room	Fee waived or donation	\$25
Fireside Room (plus full use of entrance area)	Fee waived or donation	\$35-50
Sanctuary	Fee waived or donation	\$200
Pray Ground	Fee waived or donation	\$20
Youth Room (couch, small table, comfy chairs)	Fee waived or donation	\$20-30
Godly Play Room (open space, can be divided)	Fee waived or donation	\$20-30
Education Wing (Youth & Godly Play Rooms)	Fee waived or donation	\$35
Fellowship Hall	Fee waived or donation	\$50-150 based on number of participants
Fellowship Hall w/ kitchen	Fee waived or donation	\$100-200 based on number of participants
Kitchen	Fee waived or donation	\$75

# PROFESSIONAL SERVICES FEE SCHEDULE

- 1.If your event or function involves the services of CLC staff or member personnel, such requests and arrangements are to be made as far as possible in advance. With the exception of funerals and memorials, a minimum of two weeks is requested.
- 2.Fees for professional services have a time and experience basis, therefore most fees are stated with a range. Your fee will be set based upon those variables.
- 3.CLC's pastor officiates services such as weddings and memorials. If another officiant is requested, prior approval from the CLC pastor is required.
- 4.Users who wish to provide their own pianist or organist and use the sanctuary instruments for services are to receive authorization in advance from the CLC Music Director or appropriate designee.
- 5.Only CLC sound technicians are permitted to operate the sound board.
- 6.CLC's Church Administrator will provide a list of persons available to provide the expertise and services that may be needed for your event.
- 7.Payment is to be made directly to the service provider on day of or before the event unless other arrangements are made and unless noted otherwise below.

SERVICES	Member Fee	Non-Member Fee	Considerations
Pastor - Wedding	\$300	\$400	2 sessions, rehearsal & service
Pastor - Memorial/Funeral/Other	\$150 Honorarium	\$250	1 meeting & service
Service Musician - Pianist, Organist, other	\$75-200	\$75-200	TBD with specialist
Audio/Video/Tech	\$75-150	\$75-150	TBD with specialist
Soloist	\$75-100	\$75-100	TBD with specialist
<b>Operational Support</b>			
Custodian (paid to CLC)	\$50/hour, if needed	\$50/hour, if needed	Minimum 1 hour
Tech Support <ul style="list-style-type: none"> <li>• soundboard,</li> <li>• church admin support</li> </ul>	\$50/hour, if needed	\$50/hour, if needed	
Kitchen Use Coordination (paid to CLC)	Donation	Minimum \$25 based on needs of event	
Wedding Coordinator	\$250		

# CLC FACILITY USE POLICIES

## GENERAL

1. Church activities may take precedence over other scheduled activities. Although it seldom happens, activities may be relocated within the facility or rescheduled if they conflict with Church activities. Every effort will be made to give users two (2) weeks notice of any change in their reservation. Potential conflicts include Wednesday evenings during Advent and Lent, Good Friday, Christmas Eve, and Christmas Day.
2. All spaces must be scheduled through the Church Office at least two (2) weeks in advance.
3. A Facility Use Application must be completed and signed by the responsible party. The application process and scheduling is coordinated through the Church Administrator.
4. A description of church spaces and a fee schedule for their use by community groups and CLC non-members is established and updated as needed. Fees strive for a balance between community outreach/service and reasonable compensation for use and wear, utilities, and supplies. A request to waive or reduce fees for non-profit or community service groups will be considered on an individual basis.
5. The preschool wing & outdoor play area are not available for use by renters.
6. User fees will generally be waived for CLC members who request use of church spaces and property. CLC members will follow the same procedures for scheduling and complete the Facility Use Application as stated in policies #2 and #3 above. Members are always welcome to make a donation for use of spaces and facilities. During the application review and for an event of significant time, space, resources, or large numbers of people, a mutually agreeable user fee may be applied for CLC members.
7. The use of rooms that were not requested will result in additional fees being charged.
8. Users are financially responsible for the costs of any repairs or extraordinary cleaning resulting from their use of the facility.
9. Professional services may be associated with the use of CLC facilities. Professional services may involve the pastor, musicians, audio/visual/tech support, custodian, church administrator, kitchen coordinator, or wedding coordinator. A fee schedule for professional services is established and updated as needed. The fee schedule for professional services may reflect a difference in fees for CLC members and non-members.

## SAFETY AND LEGAL ADHERENCE POLICIES

10. Users agree to use the premises only for lawful purposes and obey all laws, rules, and regulations of all government authorities while using the facilities. Activities in or outside of the facility must not disturb the neighbors or anyone else using the Church.
11. Christ Lutheran is not responsible for any accidents, injuries, loss, or damage of personal property that may occur on the premises during a non-parish activity. Any use of the facility for a non-parish activity requires the user to sign a 'hold harmless agreement' with the Church. The user may be required to provide proof of liability insurance with a minimum liability occurrence limit of \$1,000,000. The user may need to provide a certificate of insurance to the Church at least two days prior to the event that indicates the user has made Christ Lutheran Church an 'additional insured' in the user's policy concerning the use of the Church's facility.

12. Users are solely responsible for implementing appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending the user's function. Children must always be in the eyesight of a parent or responsible party.
13. Smoking and vaping are strictly prohibited within Church buildings and within 50 feet of the facility entrances.
14. No weapons or firearms are allowed on church property (Includes knives, teargas, mace, handcuffs, etc. regardless of licenses or permits).

## **APPROPRIATE USE POLICIES**

15. Use of furnishings, musical instruments, microphones, technology, kitchen equipment or any other equipment or supplies belonging to CLC must be approved in advance through the church office and appropriate CLC staff or committee. Only CLC sound technicians are permitted to operate the sound board.
16. No rice, confetti, birdseed, or glitter may be used at any event either within the facility or on the grounds.
17. Alcoholic beverages are restricted to CLC religious services and events. Exceptions considered as per Facility Use Application. If allowed, all required permits and licenses will be secured and adhered to by applicant.
18. The sanctuary, and especially the altar area, are important spaces in the life of the congregation. As such, sanctuary usage is to be respectful of the elements of worship, reflection, and sacramental presence that take place. The altar is not to be used as a prop, stage element, or functional item and the area within the communion railing is not to be used for entertainment or performance.
19. Food is restricted from the sanctuary. Beverages are limited to water and leak-proof cups.

## **ACCESS TO BUILDING POLICIES**

20. Coordination shall be made in advance of the event with Church Administrator and Property Management Committee for access to the building.
21. Users will ensure that they and their guests are out by the requested time and that all the facility doors are closed and locked/secured. Failure to secure the building may result in a charge for police response and/or any ensuing property damage.

## **SET UP, TEAR DOWN, AND CLEAN UP POLICIES**

22. Set up of the user's equipment with pre-approval through the Church Office is the responsibility of the user.
23. If additional time is required for set up or tear down (beyond an hour), that must be scheduled at least one business week in advance through the Church Office.

# CLC FACILITY USE POLICIES

24. Movement of the pianos, altar, or other fixed furnishings is not allowed. Tables, chairs, and other furnishings may be moved for the event and must be returned to their original positions after the event. It is suggested that users take photos of the space before moving furnishings to ensure items are properly replaced.
25. Decoration of the space may occur as follows:
- Must be approved and scheduled in advance through the Church Office.
  - Tacks and tape, other than blue/green painter's tape, may not be used.
  - Decorations must not cover "EXIT" or fire evacuation signs.
26. Clean-up is the responsibility of the user unless otherwise arranged and approved by CLC committees and staff.
27. Users will wipe down tables and chairs, sweep or vacuum floor as appropriate, and dispose of all debris in exterior garbage cans located outside kitchen door. Excessive trash will be removed by the user or an additional trash removal fee will be charged.

## FOOD SERVICE AND KITCHEN USE POLICIES

28. Hosts using the kitchen for first time are to have instruction on equipment use and location of items. Depending on the event and time involved, kitchen use coordination will be arranged through CLC Fellowship Committee and a fee assessed. See fee schedule for services.
29. Food handlers permit, if required depending on food prep and service, is the responsibility of the user.
30. Food and beverages are to be provided by the host. Food is required to be prepared offsite (unless "ready to eat" – ex: Costco sandwiches, roll ups.) and can be assembled/plated onsite based on the needs of the event.
31. Users will clean the kitchen unless custodian/clean-up is arranged (with additional fee). The kitchen clean-up standards are:
- wash all used dishes with dishwasher and put away dishes and other kitchen items used
  - wipe down counters, appliances, and leave sinks clean
  - ensure that burners and ovens are off
  - remove any leftover/unwanted food from the refrigerator/freezer and confirm that the appliance doors are securely closed.
  - sweep the floor
32. **\*Members Only\*** Fellowship committee member(s) will be present at all receptions hosted in the fellowship hall (i.e. wedding, funeral, anniversary).
- The Fellowship Committee will be responsible for keeping beverage containers full; making sure there are enough plates, silverware, and cups for guests; bussing tables.
  - If additional support/prep is needed from Fellowship Committee, arrangements must be made in advance.

Please complete the following to reserve space at Christ Lutheran Church (CLC):

1. Complete both sides of this form including signature of responsible party;
2. Payment of the Building Use Fee is due one week before the event;
3. Provide proof of insurance if requested;
4. Obtain signed approval by the Pastor or member of CLC Executive Committee.

Will money be collected/tickets sold and used for profit?

- No  Yes *If yes, your event may be prohibited. Please review policy for details.*

Will an exemption to the alcoholic beverage policy (#17 in Appropriate Use Policies) be requested?

- No  Yes

Are you requesting consideration for a reduced or waived fee based upon your status as a non-profit or community service group?

- No  Yes

<b>EVENT INFORMATION</b>	
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Name of Group/Requestor	
Space Requested	
Date Requested	
Time Requested	
Total Hours Requested <small>(include set-up/tear-down)</small>	
Number of people expected	
Use of Kitchen	<input type="checkbox"/> No <input type="checkbox"/> Yes
Custodian Services needed	<input type="checkbox"/> No <input type="checkbox"/> Yes
Describe the event	

<b>CONTACT INFORMATION</b>	
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Contact Person	
Cell Phone	
Address	
Email	

# FACILITY USE RENTAL AGREEMENT USER CERTIFICATION & BUILDING APPROVAL

**User Certification:** I am a duly authorized agent of the event or applicant organization. I understand it is my responsibility to read and comply with the Building Use Policies. Further, the applicant and I do hereby agree to release, indemnify and forever hold harmless Christ Lutheran Church, its officers, employees, and representatives from all liability, claims, losses, damages, or expenses (including expense of litigation) resulting from any actual or alleged injury to or death of any person or from any actual or alleged loss or damage to any property caused by or in any respect resulting from the applicant's admittance or activities at the facilities. The applicant and I do hereby agree to limit all activities in accordance with the Buildings Use Policies and to return the assigned rental space in a clean and undamaged condition and agree to reimburse CLC for any damage arising from the applicant's use of the facility. CLC reserves the right to refuse rental for any reason.

Primary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Contact Printed Name: \_\_\_\_\_

## ***For CLC Use:***

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\*Property Mgmt. Committee Signature: \_\_\_\_\_

\*Church Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Christ Lutheran Church Representative: (Council or Committee Officer or Pastor)

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representative Printed Name: \_\_\_\_\_

*\*Required*

Fees: \_\_\_\_\_ Set by: \_\_\_\_\_ To be paid prior to: \_\_\_\_\_

Refundable Damage Deposit \_\_\_\_\_

*(to be paid by separate check and held until after the event.)*

