Facility Use Policy

The Vision of Redeemer Lutheran Church is to extend grace by partnering with others to love and support our neighbors so that faith may be multiplied. Approval for the use of our facilities will be in accord with events that align with our vision. It is the responsibility of the Staff and Leadership team of Redeemer to oversee the operation, care and maintenance of the church plant, properties, and equipment.

This policy applies to all rooms, property, equipment, supplies and furnishings reserved at Redeemer and used for your activity or event.

Paperwork *(required for non-members)*
- Any individual or organization requesting the use of the facility must sign our "Facility Use Policy" when making your payment to the office. Each event is subject to review by our Executive Ministry Team.
- A new "Facility Use Policy Form" will need to be signed and turned it at the start of each Program Term for ongoing activities using the facilities at the beginning of the year, January 1st.
- If it is deemed necessary by Redeemer, the person or group must provide proof of Liability Insurance.

Fees & Deposits
- All required fees must be paid the week of the event after your event has been approved by our Communications Specialist and you have received your confirmation email.
- Fees and Deposit Schedule: (not applicable to sanctioned Redeemer Ministry Activities and Events)
- EVENT FEES:
  - **Redeemer Member Personal Use:** Free-will donations appreciated
  - **Non-Member Personal Use:** Fellowship Hall & Kitchen - $250 Daily Fee
  - **Business for Professional Use:** Fellowship Hall & Kitchen - $250 Fee
  - **Weddings:** Please Refer to Wedding Fee Worksheet – Member Weddings only
  - **Funerals:** Please Refer to Funeral Preparation Worksheet
  - **Non-Profit Ongoing Program Use:** Free-will donations appreciated
  - **For Profit Business Use or Ongoing Program in Fellowship Hall:** negotiated on a case-by-case basis as reviewed by our leadership board.

Room Usage Guideline AGREEMENT *(signed by Responsible Party WHO SCHEDULES EVENT)*
- Anything placed on the walls must be done so using tape that will not peel off the paint. (please do not use pins, nails or anything that would puncture the walls) Everything must be taken down and removed at the end of your activity or event.
- You may only use the room and property that you have reserved and been approved for. The Sanctuary is not available for reservation.
- Redeemer equipment and furnishings must be cleaned and returned the way that they were found.
- Return all furniture to its original locations / arrangements as indicated by posted pictures.
- Pick up / sweep / mop after event cleaning any spills. Take all trash bags to dumpster at the north end of the parking lot; replace trash can liners found on top of fridge.
- Secure all exterior doors (including playground access door) and return key to the lock box.
- Smoking, alcoholic beverages, illegal substances, and weapons are not permitted on the church property.
- Children are to be under strict supervision of adults at all times. You are liable for any damages.
- Users are prohibited from using any musical and sound / AV equipment without prior approval and instruction provided by trained individuals.
- The playground is off limits and not to be used by groups.
- You must be cleaned up and done with your event and off the property by 9 PM.

Liability

- The individual or group must understand and accept responsibility for any damage that is not the result of normal "wear and tear" on the facility. Responsibility is understood as bearing the cost of all repairs or replacement. ***Failure to fulfill this will result in loss of privilege to use the facilities at Redeemer***.
- Redeemer is not responsible for loss of any personal items while attending an activity at the church.

Thank You!

The Staff and Leadership Team of Redeemer

I have read the Facility Use Policy and agree to comply during the event I am requesting:

SIGNATURE:_____

Contact number:_____

A copy of identification is required as part of this agreement (driver's license, State ID, etc.)