

Faith Lutheran Church Facility Usage Agreement Form

Faith Lutheran Church is pleased to offer the use of its facilities. The following guidelines have been established to ensure the well-being of the building and those who use it. Faith Lutheran Church makes its facilities available to church groups, as well as community, civic, and service groups outside our congregation. The facilities are not available for activities conducted for the purpose of personal profit or political activities. Faith Lutheran Church pastoral staff and/or council reserve the right to make full determination as to whether a group or individual may use the facilities. Any decision must align with the approved FLC Constitution. The church council has the authority to amend or waive certain aspects of these procedures if it is deemed appropriate.

Facility Usage Procedures and Guidelines

- A Facility Use Agreement form must be filled out and returned to Faith Lutheran staff in order to fully reserve your requested event time.
- Any use of sound equipment must be approved by the staff and operated ONLY by a Faith Sound Technician.
- Direct permission by staff is required for the use of the following
 1. Youth room/youth room equipment
 2. The sanctuary
 3. Access to the patio and grilling facilities
 4. Access the kitchen
- If used- The kitchen must be left clean, with all items returned to their proper places.
- Faith Lutheran reserves the right to rescind or resign the reserved space should it be needed for a church event.
- Smoking of any kind is not allowed anywhere on Faith property
- Alcoholic Beverages of any kind are not allowed anywhere on Faith property- this excludes Holy Communion.
- Firearms are prohibited on Faith property with the following exceptions:
 1. Law enforcement officers, on or off duty, in uniform or civilian clothing
 2. Individuals with a VALID concealed carry permit
 3. Law enforcement officers or military members acting as honor guards at funeral, weddings, etc.Fire arms may be contained inside a vehicle but must be unloaded and concealed in a locked compartment or in a closed gun case.
- No pets other than qualified service dogs may be on church property without prior approval by Faith staff
- The security system will be accessed only by authorized Faith Personnel as approved by council. SECURITY CODES ARE PRIVATE AND SHOULD NEVER BE GIVEN TO OTHERS.
- Children must be supervised at all times and in all areas of church property. Children and infants must never be left alone in the church nursery. Faith Lutheran expects anyone using our facilities to ensure children's safety while on the property. Please talk to a member of staff for advice on how to best ensure that.
- The church building must be treated with respect and left in a clean and orderly condition.
- If an event is canceled, the church office must be notified no later than 24 hours prior to the event.
- Damages to the property will be repaired or replaced at User's expense.
- Payment in advance or a deposit may be required at the discretion of Faith staff.
- Any party using these facilities will be responsible for- and will hold Faith Lutheran harmless from- any and all safety violations, damages, and other actions in violation of local, state, and federal statutes/laws.

I have read and agree to abide by the above policies:

Signature: _____ Date: _____

Organization (if applicable) _____

Faith Lutheran Church
Event Information Form

Name of Event _____

Event Type _____ Approx # of Guests _____

Date on Event _____ Time of Event _____ Public/Private?

Set up time _____ End time (event is cleaned up, room is clear) _____

Name of Host _____ Member/Non-Member?

Organization (if applicable) _____

Host's contact information:

Phone _____ Email _____

Secondary contact information:

Name _____ Phone _____ Email _____

Additional notes _____

Area's requesting to use (circle all that apply):

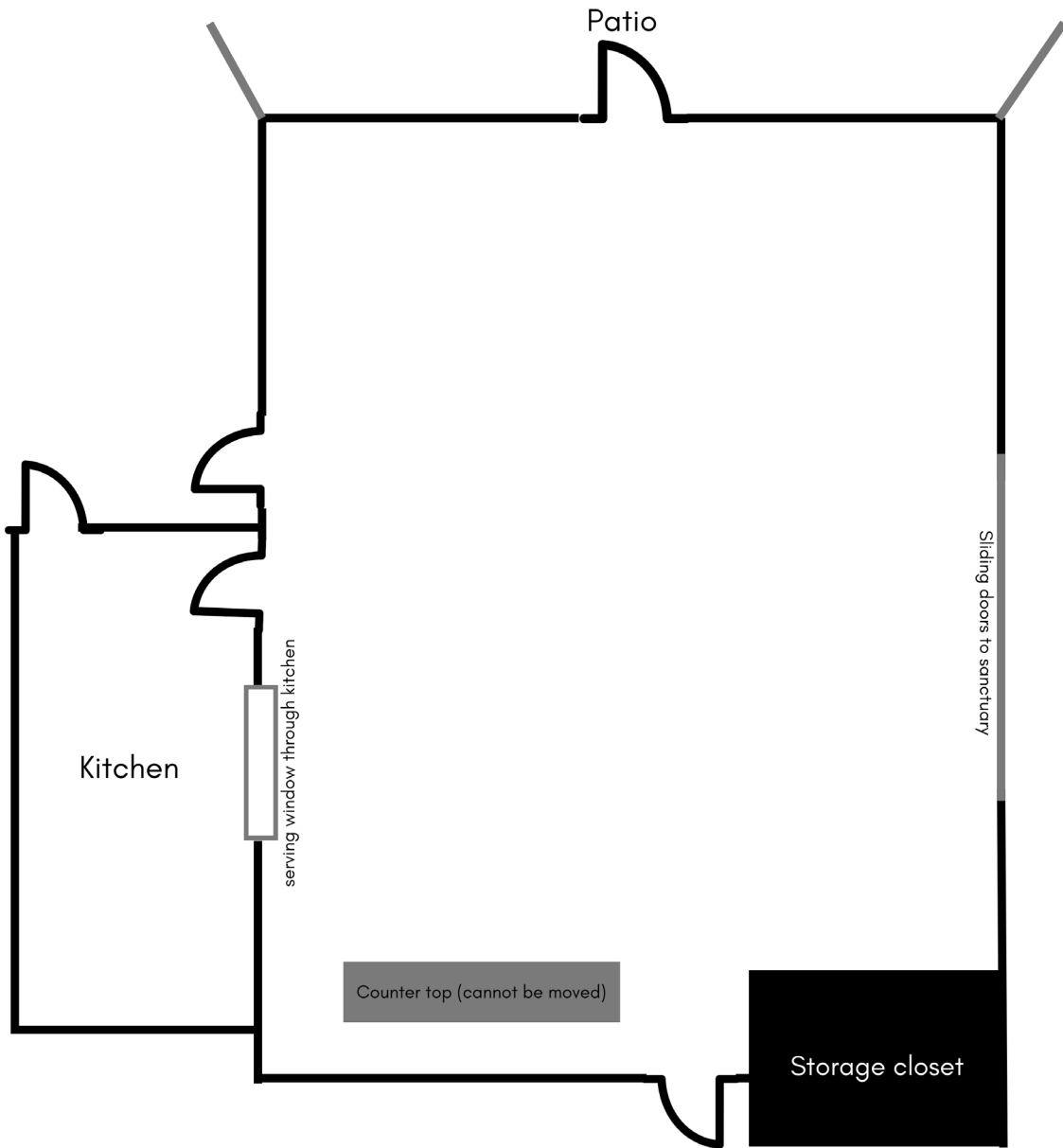
Sanctuary Narthex Fellowship Hall Coffee Counter Kitchen Other _____

	Fees
Use of Sanctuary	_____
Use of Fellowship Hall	_____
Use of Kitchen	_____
Use of other rooms (Specify _____)	_____
Pastoral Services	_____
Organist/Pianist	_____
Soloist	_____
Event Coordinator	_____
Sound Technician	_____
Catering & kitchen Services	_____
Special Set-Up Fee (Specify _____)	_____
Additional Fees (Specify _____)	_____
Total Due:	_____

Payment Received On _____ Check # _____

Signature of Church Representative _____ Date _____

Fellowship Hall (Capacity 194)



8' Rectangle Table



5' Round Table

14 rectangle tables (8 foot) are available
 -8 chairs fit comfortably at each table
 20 round tables (5 foot) are available
 -6 chairs fit comfortably at each table

Event _____ Event Date _____
 Contact _____ Phone # _____ Need room set up by _____

Desired Room Set Up

____ # Rectangle tables w/ ____ # chairs at each table

____ # Round tables w/ ____ # chairs at each table

Notes

Faith Lutheran Church
Contact Information

Church Address
1300 Ferguson Drive
Great Falls, MT 59404

Pastor
Ken Waag
(406) 454-1309 x 1001
pastorkenwaag@gmail.com

Office Hours
Tuesday-Friday
9:00am- 5:30pm
(Closed Noon-1pm for lunch)

Pastoral Assistant
Diane Lowry
(406) 454-1309 x 1005
pastoral.assoc13@gmail.com

Office Phone Number
(406) 454-1309

Receptionist

Hannah Thomas
(406) 454-1309 x 1000
hannah.faithlutheran.gtf@gmail.com

Email Address
faithlutheran.gtf@gmail.com

Appointments with our staff can be made by contacting the receptionist via phone or email

Faith Lutheran Church
Facility Use Fees- Non-Church Member/Non-Profit Events

<u>SERVICE</u>	<u>FEE</u>
Use of Sanctuary	\$225
Use of Fellowship Hall.....	\$225
Use of Kitchen.....	\$125
-For Coffee Only	\$25
Use of Other Rooms (Per Room).....	\$50
Pastoral Services.....	Determined at Consultation
Organist/Pianist.....	\$125
Soloist	\$100
Event Coordinator	\$125
Sound Technician.....	\$100
Catering & Kitchen Services	Determined at Consultation
Special Set-Up Fee (if necessary).....	Determined at Consultation

ALL FEES ARE SUBJECT TO CHANGE