

Fellowship Lutheran Church
6727 S Sheridan Rd
Tulsa, OK 74133
918-492.3698

Facility Usage Policy

INTRODUCTION

Fellowship Lutheran Church makes its facility available to its members and to outside groups in the spirit of community outreach. Any use of the facility must be in keeping with this policy and we ask that you treat the building with proper respect as visitors and guests.

PRIORITIES OF USE

Church sponsored events take precedence over outside groups. Active congregational members' personal events (such as weddings, parties, anniversaries, etc.) have second priority. Community use will be third. The only exception to this is outside groups who have a regular meeting time and place established, have made application and paid for use of a particular space in the church. All are asked to pay costs to help defray the custodial expenses, depreciation and utility fees.

APPLICATION AND SCHEDULING

Before the facility may be used, a thorough understanding of responsibilities of all parties involved shall be determined and acknowledged by signatures on the *Facility Usage Request* form. Outside groups wishing to use the facility should furnish a certificate of insurance for liability and property damage naming and protecting the interests of the church.

All applications shall be received by the Church office and will be approved as soon as it can be reviewed by the Parish Administrator or the Facility Usage Team. Applications may also be reviewed by the Church Council as needed. The decisions of the Church Council regarding all facility use shall be final.

All fees are to be paid to Fellowship Lutheran Church. (see rates on last page) The security deposit is due when the application is submitted. If an application is denied, the deposit will be returned as soon as possible.

For approved events, the balance of the fees will be due prior to the event. In the event of a cancellation, please let the Parish Administrator know as soon as possible.

A facility key or pass code may be issued to users upon request.

Church Committee and Team Leaders should request room usage in advance if possible in order to avoid conflicts. All events will be posted on the church calendar which is available on the church website, www.flctulsa.org.

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FACILITY USAGE GUIDELINES

1. Permission to use the facilities does not constitute an endorsement of a group's policies or beliefs by Fellowship Lutheran Church.
2. Fellowship Lutheran Church requests that no smoking, alcohol consumption, gambling and pets be part of any groups' activities.
3. All groups must have a supervising adult at least 21 years old present at all times.
4. **All groups must have either a church or staff member available to open the facilities and assist with questions or needs during their use of the church. If a member is not available, we will provide someone. There may be an additional cost to cover the on-site person.**
5. Use of the kitchen facilities requires a complete clean-up. All food items should be removed and the trash taken out. Please no red punch.
6. Setting up and taking down of tables, chairs and other equipment is the responsibility of the group using the facility unless otherwise arranged in advance.
7. Please do not move furnishings from other parts of the building. If you need additional items, put them on your application for consideration.
8. Due to wear and tear from transportation and use, tables and chairs and other equipment may not be borrowed by members or friends for use outside of the facility.
9. No nails, tacks or tape are to be used on any wall or furnishing.
10. Tables should be covered with paper or plastic table cloths. Any spills or stains should be cleaned immediately.
11. Heat and air thermostats are set for most occasions. If the temperature needs to be raised or lowered they can easily be changed by simply raising or lowering using the up or down arrows. Sanctuary thermostats can be turned on by hitting the 3 hour override button.
12. Upon leaving, all tables and chairs should be returned to their proper location unless otherwise agreed upon. All lights should be turned off and doors locked.
13. All incidents of damage should be reported to the Parish Administrator as soon as possible.
14. Only authorized personnel should operate any sound equipment. Please let us know what your needs are on your application.
15. The church does not provide security and is not responsible for lost items. Lockers are provided on the 1st floor of the Breunsbach Center to lock up any valuables that you do not want to keep with you.
16. All wedding use is covered in the Wedding Policy.

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User Checklist for Maintaining the Facility

Sanctuary:

___ Chairs and hymnals returned to designated location.

All Meeting Rooms:

___ Chairs, tables, furniture and equipment returned to their proper place.

Commons and Expedition Rooms:

___ Tables and chairs cleaned and returned to designated areas.

___ Crumbs, litter, trash, etc. cleaned under tables.

___ Carpet vacuumed and spills wiped up.

Kitchen and Pantry:

___ Dishes, pots and pans, and utensils washed, dried and returned to storage

___ Coffee pots rinsed and returned to storage area.

___ Counters and sinks wiped down.

___ Ovens and microwaves wiped clean.

___ Leftover foods removed or properly labeled and stored.

___ Refrigerator wiped clean and foods removed or properly stored.

___ Kitchen floor swept and spills moped or wiped up.

General:

___ Trash removed and taken to dumpster. Trash containers relined with fresh bags.

___ Lights turned off and exterior doors locked.

___ Key returned to Parish Administrator. (if issued)

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Facility Usage Request

(Please print)

Requestor: _____
(Name) (Phone)

Address: _____
(Street) (City) (State/Zip)

Request for: _____
(Group or Organization) (Event)

Date needed: _____ **Time In:** _____ **Time Out:** _____

Date needed: _____ **Time In:** _____ **Time Out:** _____

Number of people expected at event: _____

Comments: _____

Please check areas requested for event:

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Commons | <input type="checkbox"/> Worship Center | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Rm. 102 (Breunsbach) | <input type="checkbox"/> Rm. 202 (Breunsbach) | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Small classroom | <input type="checkbox"/> Conference Room | _____ |
| (other area) | | |

Please check items that will be used for event:

- | | |
|--|---|
| <input type="checkbox"/> Organ, Piano, Keyboard (circle instrument(s) requested) | |
| <input type="checkbox"/> Sound System – sanctuary | <input type="checkbox"/> Sound System – Breunsbach Center |
| <input type="checkbox"/> Coffee makers | <input type="checkbox"/> Drink dispensers |
| <input type="checkbox"/> Laptop Computer | <input type="checkbox"/> Video Projector |
| <input type="checkbox"/> TV w/ DVD Player | |

Other special requests: _____

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Please initial items below:

___ I have read and understand the *Facility Use Policy* of Fellowship Lutheran Church and agree to abide by it.

___ I agree to provide proof in liability insurance coverage if requested.

Reserving party's signature: _____

(Section below to be completed by church office)

___ **Request approved**

___ **Request denied** **Reason:** _____

_____ Date: _____
(approval signature)

Security Deposit: \$ _____

Total amount due in advance: \$ _____

Balance due \$ _____ **Date due:** _____

Rates:

Full Day (more than 4 hours)

Large Meeting Space - \$150 (Commons, Worship Center, Rm 102 or 202, Sanctuary)

Small Meeting Space - \$75 (one classroom)

Security Deposit - \$50

Additional use costs:

Kitchen - +\$50

Audio/Visual - +\$25 (additional charge if technician is needed)

Coffee - \$5 per pot

TV/DVD player - \$15

Half Day (1-4 hours)

½ of meeting space cost plus any additional use. (see above)

Security Deposit - \$50