



Peace Evangelical Lutheran Church (PELC) Facility Use Policy

As revised and adopted by PELC Council 6/22/2020

Peace Evangelical Lutheran Church (PELC) is a “Reconciling in Christ” congregation that welcomes everyone and does not discriminate based on gender, race, occupation, or sexual orientation. We have been blessed with our space and wish for it to be used to the fullest extent in response to God’s gifts.

The "PELC facility" is defined as the PELC church property, which includes the church grounds and structures on church grounds. To request the use of any part of the PELC facility, read this policy, complete the Request Form, and return the signed form to the PELC office. You may scan and email your signed form to info@sharingpeace.org if you prefer. Requests are presented to the PELC Parish Administrator for final approval. Once a decision has been made concerning your request, you will be notified of the decision and a signed copy of the decision will be retained on file. A copy of the decision will be made available for you upon request. An approved decision serves as your contract.

If your request is approved, you will also be required to sign and abide by PELC’s Child Protection Policy.

By reading this policy and completing the Request Form, you agree to honor the following Terms of Use:

General

1. I understand that PELC is not responsible for lost or stolen articles on the church property.
2. I will not be in the sanctuary, choir loft, robing room, or small kitchen near the robing room, or the nursery unless specifically approved for use. Food and beverages are prohibited in the sanctuary at all times. Use of the organ and piano are prohibited unless granted prior approval.
3. While on church property, I will abide by all state and local laws, and any additional PELC rules.

Before the Event

4. I will only use the area(s) assigned.
5. Upon approval, I will provide proof of appropriate insurance coverage (i.e. homeowner policy company name and policy number, or group Certificate of Insurance showing PELC as an “additional insured”).

6. I will not hold PELC responsible or liable for an accidents or injuries sustained by me or my guests while using the facility.
7. I understand that any reservation may be preempted by the following:
 - a. Immediate need by PELC for just and unforeseen reasons, such as an unexpected funeral.
 - b. A local or national disaster (PELC may need to alleviate suffering and provide needed emergency services).
8. I may request a key to PELC to allow for advance set-up or rehearsal. A key can be obtained at the PELC office. I will not make a duplicate of the key. If a key is denied, a PELC member will open and lock the facilities for me.
9. Prior to using the PELC sound system and video capabilities, I will read and follow all provided instructions.

During the Event

10. I will not allow illegal activities or objects on the property of PELC.
11. I will follow all county and state laws and regulations. This includes abiding by state and local fire codes, to include maximum capacity usage and keeping emergency exits unblocked, to include fire doors, the parking lots, and nearby surface roads.
12. I will not allow firearms on PELC property, except when carried by authorized law enforcement personnel.
13. I understand that all PELC buildings are smoke-free, and that smoking is only allowed 25 feet away from any building. I also understand that cigar and cigarette butts must be removed from the property.
14. I will not have alcoholic beverages on PELC property unless specifically requested and approved, or in the context of worship. All requests to serve alcoholic beverages, other than in the context of a worship service, must be submitted with the Request Form and will be reviewed on a case-by-case basis. All alcohol consumption will remain in the used space.
15. I will be considerate of other users in the facilities.
16. I won't use the kitchen telephone.
17. I will follow the instructions for the heating & cooling system that are posted nearby.
18. I will not use candles unless authorized prior to the event. Approved candles must be encased in a fireproof candleholder, or placed on a fireproof base large enough to hold the candle and contain the melted wax.

19. I will not damage floors, wall, carpets, or furnishings with decorations or any mechanisms used to display them. No decorations may be hung from lighting fixtures. Nails, tacks, or screws may not be driven into any part of the facility.
20. I will conclude the event by 11 pm Eastern time (this includes completing the Event Conclusion Checklist).

After the Event

21. If I adjusted the heating & cooling system, I will put the system back to the pre-event settings after the event.
22. I will return the requested space to its original configuration and condition.
23. I will separate garbage into recycling and non-recycling bins and take them outside to the appropriate containers.
24. I understand that if the requested space needs extra cleaning due to my use, I will be assessed a fee that is calculated on the cost to remediate the situation.
25. I understand that the cleaning deposit will be retained partially, or completely, if any of these terms are broken.
26. I understand that PELC will subtract any resulting fee from the cleaning deposit, and that PELC reserves the right to bill the requestor for any fee that exceeds the deposit amount.
27. I accept full responsibility for any damage or fees, and agree to pay all fees, when and as directed.
28. I will submit the completed Event Conclusion Checklist (which includes any damage) and any key to the PELC office the next business day during office hours. This checklist can also be submitted by email to info@sharingpeace.org.

Cancellation

29. PELC may have changing priorities, or may find that the relationship with the outside organization is not working as anticipated. In that case, PELC Council may give 30 days of notice to terminate the contract.
30. The user may give PELC 30 days of notice to terminate this contract.

For Requestor: After reading the terms above, please sign the Request Form below. Thank you.
Peace Evangelical Lutheran Church (PELC) Facility Use Fees

1. Cleaning deposit: \$200.00 per event (refundable deposit).
 - a. This deposit covers risk of special or extra cleaning or damage.
 - b. Required of all guests, regardless of PELC membership.
 - c. Due when Request Form is submitted to PELC.
2. Key deposit: \$10.00 (refundable deposit). PELC reserves the right to charge the renter that does not return the key for the full amount it costs to re-key all doors.
3. Piano deposit: \$250.00 (refundable deposit, if event approved for piano use).
4. Audio visual equipment in Sanctuary deposit: \$250.00 (refundable deposit, if event approved for audiovisual equipment use)
5. Room fees (n/c = no charge):

Room	Peace member	Community Group	Non-member
Sanctuary/Narthex	n/c	\$150	\$200
Classroom/Library (per room)	n/c	20	30
Fellowship Hall/Kitchen	n/c	150	200
Lauxman House Basement	n/c	20	30

Note 1: The room fee may be adjusted at the discretion of PELC, as directed by the Council.

Note 2: For recurring use of the Fellowship Hall/kitchen, the fee will be \$50 per use. For example, if someone has a party 4 times in one year, $4 \times \$50 = \200.00 .

Note 3: Fees will only be charged for the rooms requested. For example, you will not be charged a deposit for the sanctuary's audiovisual equipment if you are not using the sanctuary.

PARKING LOT



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