

PEACE LUTHERAN CHURCH | SPACE USE POLICY

Updated July 2023

Applicant Name	Event Date
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1. SPACE USE POLICY AND DONATION SCHEDULE

- A. All functions are scheduled in six (6) hour blocks. Set-up and clean-up are included within the six (6) hour block. Additional hours for a sequential block of time can be added.
- B. A deposit of 50% of the total cost will be taken for "One-Time Event Rental" at time of contract signing. The deposit will go towards the total cost of the space to be used. The full deposit will be returned if the event is cancelled no less than 30 days before the date of the event, otherwise the deposit is non-refundable.
- C. The balance must be paid in full 14 days prior to the event. If balance is not paid within 14 days, Peace Lutheran Church has the right to cancel the event and retain the initial deposit.
- D. A fee of \$35 to be paid in cash will be assessed for each returned check.
- E. A key deposit of \$50 will be taken for anyone who obtains a key and/or fob to access the building. The deposit will be returned when the key and/or fob is returned to the church office within 48 hours following the event. The key deposit is due 14 days prior to your event.

2. BUILDING USEAGE GENERAL POLICY STATEMENT

INITIALS: _____

- A. All applications must be submitted to the church office, not individual church members.
- B. Church members cannot rent space for other individuals, groups, charities, or businesses
- C. Insurance
 - a. Church events are covered under the church's insurance policy.
 - b. Users must provide a certificate of liability. Proof of coverage is required. Users must provide evidence of coverage 14 days prior to the event date. Coverage must include comprehensive general liability insurance, including broad form property damage coverage of at least \$300,000 naming Peace Lutheran Church, 401 Smallwood Drive, Saint Charles, MD, as the additional insured. If alcohol will be served during the event, it must also be indicated on the insurance policy. The church council or its representatives reserves the right to inspect the property.
 - c. If proof of insurance coverage is not provided within 14 days of the event, the church has the right to cancel the event and retain the initial 50% deposit.
- D. Alcohol Policy
 - a. When the contract provides for the use of alcoholic beverages, the user agrees to abide by the laws of the State of Maryland and the Alcohol Policy of Peace Lutheran Church:
 - b. All applicable federal, state, and local laws will be obeyed, including those governing the serving of alcoholic beverages to minors on and in church property.
 - c. When alcohol is served, it will be monitored and those showing signs of intoxication will not be served.
 - d. Attendees will be limited to two (2) servings of alcohol.
 - e. When alcohol is served, the event organizer will appoint an adult(s) to oversee its serving. That adult(s) will not drink alcoholic beverages during the time of their execution of their responsibilities.
 - f. Hard liquor is prohibited unless special permission is given from Peace Lutheran Church's council.
 - g. Alcoholic and non-alcoholic beverages will be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated by the cooking process; however, it is recommended that even in this case the use of alcohol in cooking be noted on a label.
 - h. When alcohol is served, appealing non-alcoholic alternatives will be offered with equal prominence and accessibility.
 - i. The serving of alcoholic beverages at events, if publicized, will be publicized as a secondary or tertiary part of the event.
 - j. Food must be served when alcohol is present.
 - k. User assumes all responsibility for those persons who might become intoxicated and will provide alternative transportation for anyone whose capacity to drive may be impaired.
- E. Church property, such as chairs and tables, may not be removed from the building. Exceptions for church functions may be made with specific prior approval of the pastor or council.
- F. Authorization to use the facilities is for the space designated and adjacent lavatories only. Children must be supervised and not allowed to access to other parts of the building.
- G. Absolutely nothing may be fastened, taped, stapled, or in any other way, affixed to any part of the building interior or exterior.
- H. Peace Lutheran Church is a smoke free facility. No smoking in any part of the building or property at any time.

- I. Use of the Audio-Visual system is NOT included in rental of the facility
- J. All activities should end by 11:00 p.m. and the building exited no later than 12:00 a.m.
- K. Cleaning of space should be done by the user and the space returned to its original set up and cleanliness including floor.
- L. Keys and/or fobs may not be duplicated or shared with anyone other than the applicant. If the key/fob has been lost it must be reported to the church office as soon as possible. The loss of the key/fob will result in the forfeiture of the 'key deposit.'
- M. Bi-Monthly, Monthly, Bi-Weekly, and Weekly users – before leaving:
 - a. Space must be left in good order with everything returned to its proper place, all trash placed in property receptacles, spills cleaned and mopped. For one time events, users must collect all trash and deposit in the exterior dumpster located at the far end of the parking lot by the shed.
 - b. All windows must be closed and locked.
 - c. All lights, including those in lavatories, must be turned off.
 - d. All thermostats must be set at 55 degrees for heat; 88 degrees for air conditioning.
 - e. All doors must be closed and locked when the last person leaves.

INITIALS: _____

3. RULES FOR KITCHEN USE

- A. Kitchen use will be approved ONLY for limited food preparation, warming, and serving.
- B. User will ensure all food prepared or brought on site for consumption is prepared in a manner approved by the Maryland State Department of Health. Caterers must abide by the sanitary regulations of the kitchen. All food, garbage, dirty utensils, and trash must be removed from the building and put in the dumpster at the end of the event.
- C. The use of the gas stove, dishwasher, and pantry are prohibited unless special permission and training has been provided in advance. The use of the convection ovens/warmers, refrigerator, counters, and sinks are permitted.

4. Requests for use of church facilities

- A. Church events and activities have precedence in scheduling.
- B. Church groups must make sure the event or meeting date and time are given to the church office to put on the church calendar.
- C. Individual members; individual local residents, local, informally organized groups; profit-making organizations must make their requests through the church office. This includes wedding receptions, non-church funeral receptions, social groups, lecturers, instructions etc. Unless otherwise requested, the use will be on a one-time basis. The pastor must approve all applications. Donation schedule, general policy, and rules for kitchen use apply.
- D. Non-church, local, formally organized, nonprofit organizations must make their requests through the church office. This must be for a specific space either the Fellowship Hall or classrooms. Unless prior agreement for recurring use has been signed, a new application must be made each time the space is used. The Pastor and Council must approve. *Donation Schedule, General Policy, and Rules for Kitchen use apply.

Failure to comply with the General Policy Statements, Rules for Kitchen Use, or Donation Schedule requirements will result in forfeiture of the 50% deposit and may result in the denial of future requests. I acknowledge that I have read and understand these terms and conditions.

X _____ Date
 Applicant's Signature Office Keeps Original With Signature