

**FACILITIES USE MANUAL**

**FAITH LUTHERAN CHURCH**

**555 US HIGHWAY ONE**

**NORTH PALM BEACH, FL 33408**

**561-848-4737**

**[CHURCH@FAITHNPB.COM](mailto:CHURCH@FAITHNPB.COM)**

**January 2017**

## **A. INTRODUCTION**

### **Mission Statement**

1. We believe God calls us to enlighten, enliven, and energize our church, community and world with Christ's unfailing love.

### **2. Philosophy**

We see ourselves as stewards of the resources God has graciously provided us here at Faith Lutheran Church, and we ask that you act accordingly as you utilize our facilities for your meeting, activity or event. We hope that you will always find the facilities in clean condition and good repair; however, our goal in using our own facilities is to always leave the space in better condition than when we arrived. We respectfully request that you do the same. In this way, we serve God and the brothers and sisters who follow us in using that space.

The facilities and equipment of Faith Lutheran Church exist to serve the mission and ministries of this congregation. The worship and ministry program events sponsored by this congregation shall have first priority for the use of the facilities and equipment owned by this congregation. Our facilities are, first and foremost, for worship, Christian education, fellowship and service; they are tools for ministry.

The facilities of Faith Lutheran Church may be used by persons or organizations other than those officially sponsored by this congregation when goals and values are consistent with those of the congregation. A nominal fee for such use will be charged. Procedures to request facility use and conditions of use are found in this manual.

## **B. PROCEDURE TO REQUEST FACILITY USE**

1. All requests are made through the church office with the "Request for Use of Facilities" form.
2. If the request meets all requirements for eligibility and the date(s) is/are open, the Church representative will place the event on the church calendar. At this time the requester will then be responsible for providing the appropriate security deposit to the church.
3. The requester is to return the completed form and proof of insurance\* with Faith Lutheran Church listed as the certificate holder to the church office.
4. If the request is denied by the Church, the Church representative will notify the requester and return the security deposit.
5. Arrangements will be made through the Church office for unlocking the doors or exchanging a key prior to the event.

\*Event insurance can be purchased through Travelers by visiting:  
***[https://secure.protectmyevents.com/pls/wpp/app\\_wpp.wpp.Go](https://secure.protectmyevents.com/pls/wpp/app_wpp.wpp.Go)***

## **C: PRINCIPLES AND STANDARDS CONCERNING USE OF FACILITIES**

Users of the facility must agree to the following rules of use for buildings, equipment & grounds:

- 1) Parking shall be only on the paved areas provided for parking. Any litter or trash dropped during use shall be removed at the conclusion of the use of the property.
- 2) Request for use of any property should be made at least 2 weeks in advance with the church office. If facilities are to be used during non-staffed hours prior arrangement for key checked out must be made.
- 3) The using group shall be responsible for setting up its own room and for returning that room to its original order before leaving.
- 4) The using group shall make sure that all windows and doors in the space used are closed and properly secured before leaving.
- 5) The using group shall make sure that all lights, heating/air conditioning, and other appliances in the space used are turned off at the conclusion of the planned activity.
- 6) When activities are held on Saturdays, the group shall make sure that the facility is ready for church school and worship services the following morning.
- 7) The facilities of the church are for the worship of God; therefore, smoking, illegal drugs or use of profane language will not be allowed.
- 8) No tacks, nails, or any type of tape shall be placed in any part of the buildings. No decorations shall be used that deface any board placement, etc.
- 9) Remove trash and recycling from the facility to appropriate outside receptacle.

*A copy of this Facilities Use Policy is to be given to each group permitted to use the facilities. Also a Facilities Use Request form is to be signed by the responsible party prior to use. Reservation of facility requires two weeks' notice.*

## **D: DAMAGE AND DEPOSITS**

- 1) Your group will be responsible for the replacement or repair of any part of the building/contents/grounds therein, which becomes broken, defaced or damaged by members of your group.
- 2) Damage fees are assessed in the following situations or as deemed necessary by the staff at Faith Lutheran:
  - a. Removal of carpet stains requiring more than standard extraction techniques.
  - b. Stains on walls.
  - c. Broken furniture and/or equipment.
  - d. Defacement of any part of the interior or exterior of the building.
  - e. Equipment found to be missing as a result of a group using a building.

*Damage fees are based on replacement or repair costs incurred by the church and may exceed deposit amount, in which case, the lessee will be billed.*

**Faith Lutheran Church Facility Rates (2017)**

	<b>Tier 1</b>	<b>Tier2</b>	<b>Tier 3</b>
<b>Community Center (C.C.) Gym (cap 250)</b>			
Security Deposit	NA	\$200	\$200
Hourly rate	\$110	\$150	\$175
Staff fee (if needed)	NA	\$35	\$35
<b>C.C. Multi-Purpose Room (cap 48)</b>			
Security Deposit	NA	\$150	\$150
Hourly rate	NA	\$50	\$75
Staff fee (if needed)	NA	\$35	\$35
<b>C.C. Classrooms A, B, C (cap 20/room) 2<sup>nd</sup> floor</b>			
Security Deposit	NA	\$150	\$150
Hourly rate	NA	\$50	\$75
Staff fee (if needed)	NA	\$35	\$35
<b>C.C. Kitchen</b>			
Security Deposit	NA	\$200	\$200
Flat rate	\$50	\$75	\$100
Staff fee (if needed)	NA	\$35	\$35
<b>Sanctuary (cap 250)</b>			
Security Deposit	NA	\$300	\$300
Hourly rate	NA	\$150	\$175
Staff fee (if needed)	NA	\$35	\$35
<b>Chapel (cap 50)</b>			
Security Deposit	NA	\$150	\$175
Minimum Charge (up to 4 hours)	NA	\$75	\$100
Staff fee (if needed)	NA	\$35	\$35
<b>New Day - Dining, Activity, Sunshine Rooms cap 30 each (ND Kitchen not available)</b>			
Security Deposit	NA	\$150	\$150
Hourly rate	NA	\$75	\$100
Staff fee (if needed)	NA	\$35	\$35

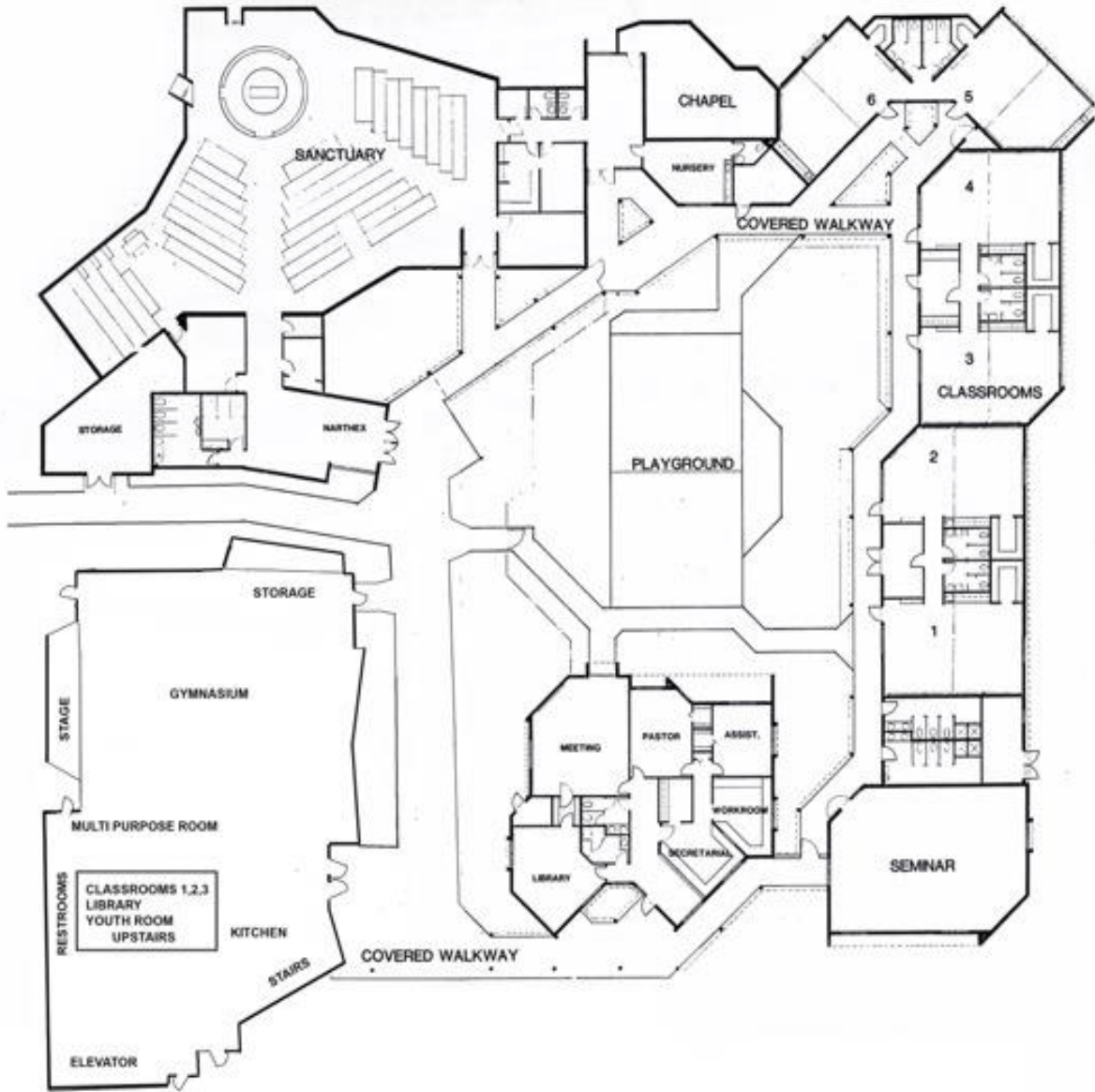
**Tier 1 = Event Sponsored by Church Member**

**Tier 2 = Event Sponsored by a Christian or Community Non-Profit**

**Tier 3 = Event Sponsored by any other "approved" organization**

**Note: Rates are based "one time" events. Rates for repeating events may be negotiated.**

# Campus Map



**Request for Use of Facilities**  
**Faith Lutheran Church**  
**555 US Hwy 1 North Palm Beach, FL 33408**  
**561-848-4737**

**Using Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Contact's Phone:** \_\_\_\_\_

**Area of Facility to be used:**

- Michel Building Gym** \_\_\_\_\_
- Michel Building Kitchen** \_\_\_\_\_
- Michel Building Activity Room** \_\_\_\_\_
- Michel Building Classrooms** \_\_\_\_\_
- Sanctuary** \_\_\_\_\_
- Chapel** \_\_\_\_\_
- Nursery** \_\_\_\_\_
- New Day Rooms** \_\_\_\_\_

**Date of Use:** \_\_\_\_\_ **Time of Use:** \_\_\_\_\_ **to** \_\_\_\_\_

**Repeat Use:** Yes \_\_\_ No \_\_\_ **Schedule:** \_\_\_\_\_

**Briefly describe reason for facility use or purpose of organization:** \_\_\_\_\_

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Return this form to [church@faithnpb.com](mailto:church@faithnpb.com)