

***Building Use Request and Approval Form***  
***Lord of Life Lutheran Church – April 1, 2021***

To be completed by person/group making request:

1. Organization, church group or individuals making request:

\_\_\_\_\_

2. Dates Requested (circle one and complete information)

a. One time use \_\_\_\_\_

b. Series of meetings/classes on the following dates: \_\_\_\_\_

c. Ongoing Use for regular meetings on day of the week: \_\_\_\_\_

3. Times for use will be from \_\_\_\_\_ to \_\_\_\_\_

4. What activities will take place in the building during use?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Number of persons expected to participate: \_\_\_\_\_

6. Name(s) of Person(s) requesting use and contact information (phone and email)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Name and contact information for person responsible during the building use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Space(s) that are being requested for use (please circle)

a. Fellowship Hall

b. Conference Room

c. Nursery

d. Sanctuary

e. Main Kitchen

f. "Old" Kitchen

g. Classroom(s) on main floor

h. Lower-Level Classrooms

i. Youth Room

j. Library

9. If food and refreshments are to be served, who is the person responsible and what will be served?

\_\_\_\_\_  
\_\_\_\_\_

10. Special set up needed? (All rooms are to be returned to the set up designated in each room when finished) Please include a drawing of set up for tables/chairs if needed.

\_\_\_\_\_  
\_\_\_\_\_

11. No decorations are to be hung from the ceiling, curtains, walls, or light fixtures. Any material for the event may be affixed to the wall with painters' tape only and must be removed immediately after the event.

12. Person Responsible for Cleanup \_\_\_\_\_

- \*return chairs and tables to original placement.
- \*remove all garbage and dispose in the dumpster on SE side of church.

- \*wipe tables with sanitizer (provided).
- \*Vacuum/sweep floor as necessary (supplies provided in kitchen or fellowship hall closet)
- Take any leftover food with you, nothing is to be left in refrigerators or freezers.

13. Equipment Requested (please circle)

- |                           |                               |
|---------------------------|-------------------------------|
| a. TV                     | g. White Board/Markers        |
| b. DVD or HDMI connection | h. Kitchen                    |
| c. Projector              | i. Coffee maker/pots          |
| d. Screen                 | ii. Stove                     |
| e. Logitech Meetup system | iii. Refrigerator/freezer     |
| f. Sound System           | iv. Dishes/pots/pans/utensils |

14. Will you need a church staff member to run technology for you? Y/N

- a. Additional Charges will be incurred for staff to run technology.

15. Lord of Life Lutheran Church reserves the right to cancel any scheduled facility use up to 48 hours in advance if these facilities are deemed necessary to carry out church related functions (for example a funeral).

**A.** The use of the facilities shall be consistent with Lord of Life's constitution. All use shall be coordinated by and scheduled through the office manager. Facility fees will be charged as needed to cover building maintenance, cleaning, and operational services. These fees include custodial service.

	Members or Non-Profit Organizations	Non-Members or For - Profit Organizations	Notes
Up to 25 persons	\$25	\$50	
26-75 persons	\$50	\$100	
76-150 persons	\$100	\$150	
Over 150 persons	\$200	\$300	
Linens: 1-10 used	\$20	\$20	50 Linen table cloths are available for use
10-50	\$2.00 each additional	\$2.00 each additional	

**Fee Schedule**

**Notes:**

1. All fees include use of the fellowship hall and kitchen. Food is not allowed in the Sanctuary.
2. Please see the Lord of Life Wedding Booklet for special wedding fees.
3. Any exception to these fees must be approved by the Office Manager and or Pastor(s).

Lord of Life Church assumes no responsibility for personal injury, property loss or damage occurring during meetings or events sponsored by outside groups. Damage to the Fellowship Hall or Church Property will result in billing the user for replacement, repair, or special cleaning.

The user shall indemnify Lord of Life Church and its agents and employees against any and all claims, demands, causes of action, suits, or judgments, including expenses incurred in connection with such matters, for death or injuries to persons or for loss of or damage to property arising out of or in connection with the use and occupancy of the premises by the user and user's agents, employees, or invitees. The user also agrees to abide by all federal, state, or local laws, ordinances and regulations.

#### COVENANT AGREEMENT:

The Congregation of Lord of Life Lutheran Church agrees to provide use of the facility according to the information in this request form. The group or individuals using the facility agree to be responsible for:

- Protecting the church property
- Limiting the use to the designated areas
- Limiting use to equipment requested
- Supervising children at all times
- Agreeing to pay for damage or destruction of church property
- Obtaining liability insurance when necessary
- Ensuring there is to be no smoking, drugs or alcohol use on church property
- Leaving areas of use as you found them
- Returning equipment to appropriate areas
- Sanitizing tables and equipment used
- Turning off lights

Signature of Group's Representative \_\_\_\_\_ Date \_\_\_\_\_

Return this form to Lord of Life Church, 1143 N. 26<sup>th</sup> Street, Bismarck, ND 58501

Or [lordoflife@midconetwork.com](mailto:lordoflife@midconetwork.com)

## **BUILDING USE POLICY:**

1. **Primary Building Use:** All **Lord of Life** activities and programs will have priority over any other function when considering building use.
2. **Secondary Building Use:** Secondary Priority will be given to the programs and ministries of the ELCA, Western North Dakota Synod, East Missouri and Heart River Conferences. Specifically, the following groups shall be given priority in using the facilities: Synod meetings or activities, Camp of the Cross Ministries, Concordia College, Luther Seminary, Lutheran Campus Ministry.
3. **Community Groups:** Requests from community groups, activities, and programs will be reviewed individually by the Congregation Council (or their designee) and acted on according to individual merits and/or availability of the church facility. Once approval has been given for use of the building by an outside group, future use of the building may be approved by the Pastor. Council approval is not needed unless the group's activities or needs have changed significantly.
4. **Calendar:** The schedule for building use will be maintained by the Church Office Administrator.
5. **Weddings:** See separate wedding policy handbook.
6. **Overnight Use:** Lutheran groups requesting use of the facilities for sleeping do not need council approval but must complete this form and be scheduled by a member of Church Staff. The requests for other groups wishing to stay overnight must receive Congregational Council approval. A Council member will be assigned to be the contact person for the group along with a staff member.
7. **Restriction:** No outside commercial enterprises will be allowed to use the kitchen.
8. **Fundraising:** Any activity that includes fund raising must be approved by Congregational Council.
9. **Equipment:** No equipment may be removed from the building without prior authorization by staff or council.

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### Factors Determining Building Use

1. Is the request for building use by outside groups in conflict with any primary or secondary church program?
2. What areas of the building are being requested for use?
3. Is the activity considered a one-time event or ongoing use? If this is an ongoing use request, how often will use be reviewed by the Congregational Council?
4. Are there people available to limit use of the property to designated areas, limit use of equipment to only that which is agreed upon, and monitor clean up?
5. What is the building use fee for this activity or ongoing activity? (See separate fee schedule)

### To be completed by church staff:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

1. Congregation Council Member Contact information \_\_\_\_\_
2. Staff Member Contact Information \_\_\_\_\_

Church Unlock/lock information \_\_\_\_\_ - \_\_\_\_\_

3. Any use restrictions?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee Collected \$ \_\_\_\_\_

Date Collected \_\_\_\_\_ by \_\_\_\_\_