



Family Friendly, Outward Reaching

Redeemer Lutheran Church
& KinderCottage Preschool
3204 S. Lakeport ♦ Sioux City, IA
Ph. 712.276.1125 ♦ www.redeemersiouxcity.com

Facility Use Policy

This facility is not our own. It is given for our use by God. We, therefore, proclaim it as His. We request that all users use appropriate language, dress appropriately, and treat the facility with respect.

“Surely the Lord is in this place.” Genesis 28:16

The following policies govern the use of our building for all purposes except weddings and funerals. Use of the building for weddings is covered by a separate policy document. Use of the building for funerals is arranged through the funeral home and pastors.

Priorities for Building Use:

The ministries of the church take first priority for all building usage.

These guidelines are designed to best serve all parties involved. However, certain circumstances may require special consideration be given. In such circumstances, the pastors will consult with the elders of Redeemer Lutheran Church to prayerfully determine how to best meet the specific need for facility usage.

Also, because funerals cannot be planned more than a few days in advance, the funeral of a church member, regular attendee or member of their family will be given high priority in building usage. Scheduled events may have to be cancelled to accommodate funerals.

Guidelines for Scheduling an Event

1. You may schedule use of the church facilities by contacting the office secretary at 712.276.1125. A completed use agreement, damage deposit, key deposit (if key is needed) and rental payment is required before the reservation can be confirmed.
2. Events will be scheduled on a first come/first serve basis. Worship services will be given priority over all events. In the event of an addition or change to the worship schedule or events that directly impact the Great Commission given by our Lord, other events will be rescheduled to accommodate.
3. Church, organization and group events are also subject to the first come/first serve policy, and representatives must communicate with the office secretary all events that require use of the church facilities.

4. The office secretary may, before scheduling an event, consult with either pastor and/or Leadership Council for appropriateness of the event.
5. Events that are fund-raising events must receive approval of Redeemer's Leadership Council, per the Redeemer Lutheran Church Fundraising Principles, Policies and Procedures document, to be held at Redeemer Lutheran Church facilities.
6. A schedule of reservations for current month for all church facilities is posted on bulletin boards by stairs and gym door. A master schedule for the year is available for viewing purposes only in the church office.
7. In the event that room is requested but another group has already scheduled it, there can be communication between the two groups. The group requesting a room that is already reserved is welcome to call the party or persons who have already made the reservation and ask their permission to either use the room or work out a solution that accommodates both groups (i.e., sharing space or adjusting time as needed). The facilities coordinator shall not be the go-between or the mediator. All communication should be directly between the persons wanting the room and the persons who already have the space reserved.

Facility Use Policies and Care

1. If assistance with an event is necessary (i.e., setting up tables and chairs or sound equipment), contact the office secretary for names and phone numbers. Additional fees may be charged, depending on the nature of assistance required.
2. Food and drink are limited to certain areas of the facilities. Absolutely no food or drink is allowed in the Nave. This includes choir loft, organ loft and all worship pews. Exception is given to baby bottles and sippy cups and snacks for toddlers.
3. No alcoholic beverages are allowed within the facility or surrounding premises. This includes the grounds that make up Redeemer property, as well as any vehicles parked or operating on those grounds. Violation of this regulation may result in immediate removal of parties involved in the event and revocation of damage and other deposits, as well as ban on future facility rentals by offending parties.
4. No cigarette, cigar or pipe smoking or smoking of any other kind is allowed within the facility or surrounding premises. This includes the grounds that make up Redeemer property, as well as any vehicles parked or operating on those grounds. Violation of this regulation may result in loss of damage and other deposits and could jeopardize future facility rentals by offending parties.
5. You are responsible for set-up of tables, chairs, or other equipment for your event. You may not set up furnishings before the time reserved unless arrangements are made in advance to do so, and no other events are scheduled for that room. Additional facility usage fees will apply if additional time is needed before the event to decorate or set up.
6. Decorations may be used for receptions and other events provided they are appropriate for a church setting and can be set up and removed without any damage to the facilities.
7. Activities shall be confined to the room(s) reserved.
8. The adult in charge shall be the first person in the door and the last one out. No children under the age of 18 shall be allowed in the facility without adult supervision.
9. If the Leadership Council, Pastors and/or Church Administrator believes the event warrants presence of a Redeemer member, and if the group sponsoring the event does not include a Redeemer member above age 18 willing to act as event supervisor, arrangements will be made by

the facilities coordinator to have such a supervisor in place. This will involve additional cost to the event group of \$50 per hour.

10. Facility keys may be borrowed from the office secretary if events are outside the hours facility is already in use. A \$100 non-negotiable key deposit is required and will be refunded following inspection of the facilities.
11. You are responsible for clean-up of the room and returning all furnishings to their appropriate places unless arrangements are made in advance with the custodial staff. An additional fee will be charged for set-up by custodial or other church staff.
12. Before leaving, check the restrooms that may have been used. Make sure they are as orderly as possible and that water faucets are turned off. Try to leave the facilities in better condition than you found them.
13. Turn off all lights and lock all doors prior to leaving the building.
14. Damage deposits and rental fees will be paid to Redeemer Lutheran Church and given to the office secretary before an event is officially booked and space reserved.
15. Deposit and/or key deposit refunds will be made after a timely inspection of the facilities by the properties chairperson and/or custodial staff. If no concerns arise from inspection and all keys are returned, damage and/or key deposit refunds will be mailed to appropriate party within 10 business days.

Additional Policies and Care Exclusive to Redeemer's Gymnasium

1. Team practices and other events in the gymnasium will be scheduled by the office secretary, and a complete use agreement, deposit and rental fees are required before the reservation can be confirmed and keys issued. Reservations for team practices may be made for up to six months in advance.
2. Fees for athletic use scheduled for a number of months in advance may be paid at the beginning of each month provided the payment for that month's usage is received prior to the first team practice/space usage of that month. Unpaid fees may result in cancellation of reservation.
3. Only non-marking shoes are allowed during athletic events in the gymnasium. No street shoes. If possible, participants should bring a separate pair to change into for the practice or team event.
4. Use of the gymnasium facilities when not reserved is open to members to use at no charge. The members must be age 18 or older and may bring up to three guests.
5. You are responsible for dry-mopping the floor after your sports practice or event. A mop is in the equipment closet.
6. Dancing is allowed for wedding receptions, church-sponsored events and dancing squad practices. All music shall be limited to whole-some lyrics and language. Music shall not contain sexual content.
7. Events shall conclude by midnight.
8. A 48-hour advance notice for cancellation of any event in order for facility usage fee to be refunded. This will not apply if the event is canceled due to inclement weather in which the City of Sioux City is not advising travel and/or the Sioux City Community School District has canceled activities due to weather.
9. If, for any reason, the facility is not able to be used as reserved (i.e., power outage, water main break, etc.), Redeemer Lutheran Church will not in any way be held liable beyond refunding any deposits.
10. Additional rules or restrictions may be put in place depending on the nature of the event and will be communicated with the person in charge of the event on a case-by-case basis.

REDEEMER FACILITY USAGE FEE RULES:

As approved by Redeemer's Leadership Council effective Jan. 1, 2010; subject to change at discretion of Leadership Council.

All church facilities are available free of charge for member use only in the following conditions:

The event is open to all Redeemer members; and

There is no fee charged to attend the event by either members or nonmembers; and

The group reserving the facility includes a majority of Redeemer members, including a member in good standing as its main representative and authority figure; and

The group has gone through the proper procedures to reserve the space, including paying damage or key deposits or additional custodian fees, if so required.

Member rates for facility usage as listed here apply for events that meet all of these conditions:

A Redeemer Lutheran Church member in good standing is the main representative and authority figure of the group; and

There is no fee charged to attend, or if there is a fee, the event is a fund-raiser that has been approved by Redeemer Lutheran Church's Leadership Council; and

The group has gone through the proper procedures to reserve the space.

Non-member rates as listed here apply for events that meet one or more of these conditions:

The main representative and authority figure of the group is a non-Redeemer member;

Event is not sponsored by a Redeemer committee or sub-committee;

The event charges a fee to any or all attendees;

The event is not open to the public and/or Redeemer Lutheran Church members in general (regardless of whether fee is charged).

REDEEMER FACILITY USAGE FEES:

Nave, Parish Hall or Center Room:

- Redeemer sponsored: No fee
- Member/Sister Congregation fee:
\$40 for 0-4 hours; \$20 each additional hour
- Non-member: \$100 for 0-4 hours; \$20 each additional hour

Conference Room or Classroom:

- Redeemer-sponsored: None
- Member/Sister Congregation fee: None
- Non-member: \$100 for 0-4 hours; \$20 each additional hour

Gymnasium-athletic

- Redeemer-sponsored: None
- Member/Sister Congregation fee: \$10 an hour
- Non-member: \$20 an hour

Additional points:

- Reservations are not confirmed until office staff receive a signed use agreement, damage deposit and/or key deposit and rental payment.
- All reserved times include set-up and tear down; please take this into consideration when booking your time slot.
- Custodial fees of \$50 per event will also apply if set-up/tear down assistance is needed; refer to use agreement for additional fee information.

Gymnasium-nonathletic

- Redeemer-sponsored: No charge
- Member/Sister Congregation fee:
\$40 for 0-4 hours;\$10 each additional hour
- Non-member: \$100 for 0-4 hours; \$20 each additional hour

Kitchen

- Redeemer-sponsored: None
- Member/Sister Congregation fee: \$40 paid to LORL for 0-4 hours; \$20 each additional hour
- Non-member: \$100 for 0 to 4 hours; \$20 each additional hour

2010 Facility Use Agreement

Redeemer Lutheran Church, 3204 S. Lakeport St., Sioux City, IA 51106. Ph. 712.276.1125

Contact Person's Name _____ **Today's date** _____

- *I am a member of Redeemer Lutheran Church and will be in attendance at this event.
- *I am a member of a sister Lutheran Church-Missouri Synod congregation and will be in attendance at event.
- *I am not a member of either of the above (or am, but will not be attending event).

To qualify for fees charged as a member/sister congregation, the person applying for the facility usage request must be a member in good standing of a Lutheran Church-Missouri Synod church within the District and also be in attendance for the entire event. If needed, presence of a responsible Redeemer Lutheran Church member can be arranged at a cost of \$20 an hour to the member/sister organization making the request.

Organization/Group Name (if any): _____

Mailing Address: _____

Phone numbers: _____

Date & Time of Event: _____

Approximate number in group: _____

Event type (certain events require preapproval by Redeemer Leadership Council): _____

| Event Date(s) | Begin Time | End Time | Room(s) | Key/Damage Deposit & Rental Fees Due (see rates, below) | Key/Damage Deposit and Fees Paid (amount & date) |
|---------------|------------|----------|---------|---|--|
| | | | | | |

All fees and damage deposits must be paid in advance to secure reservation times.

The undersigned agrees that:

1. **Upon payment of reservation fees and damage/key deposit, the facility will be reserved. I will pick up key at least 48 hours before event. I understand that after key is returned and facility is found to be in good condition, a check will be issued to reimburse the deposit.**
2. I have read and understand the policies and conditions applicable to the use of the facility.
3. I will use the facility only for time(s) and purpose agreed upon.
4. The facilities will not be utilized in any manner other than the purpose of use, and I will be responsible for any damage arising from or connected to his/her group's use of the facilities.
5. I must give at least 48 hours' notice for cancellation or reservation fees may still apply.

Contact Person's Signature _____

| Room | Redeemer-Sponsored | Member/Sister Congregation Fee | Non-member Fee |
|------------------------------------|--------------------|--|---|
| Nave, Parish Hall, or Center Room | None | \$40 for 0-4 hrs; \$20 each additional hour | \$100 for 0-4 hours; \$20 each additional hour; \$100 deposit |
| Conference Room, Classrooms | None | None | \$100 for 0-4 hours; \$20 each additional hour; \$100 deposit |
| Gymnasium - Athletic | None | \$10/hour + 100/deposit | \$20/hour + \$100 deposit |
| Gymnasium - General (non-athletic) | None | \$40 for 0-4 hours; \$20 each additional hour; \$100 deposit | \$100 for 0-4 hours; \$20 each additional hour; \$100 deposit |
| Kitchen | None | \$40 paid to LORL for 0-4 hrs; \$20 each additional hour | \$25 pd to LORL |

For Redeemer Office Use Only

Payment received and reservation entered into church calendar by (name): _____ on (date): _____
 Key issued? Y/N ____ Key number _____ Key returned on _____ (date) and deposit check issued on (date) _____
 Amount to deposit to Facility Rental: _____ Done (date) _____ Amount to deposit to LORL: _____ Done (date) _____