

CALVARY LUTHERAN CHURCH
2415 S 320 ST FEDERAL WAY WA 98003-5462
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BUILDING USE REQUEST FORM

Please complete and return this form at your earliest convenience in order to secure the date(s) of your meeting or event. Written confirmation of your request will be sent to you following our management team approval. You will also be notified if we are unable to honor your request at this time. This form applies to all non-wedding building use requests. Please complete all spaces.

Date of Application _____

Day & Date of Event _____ Starting time _____

TIME FACILITY IS NEEDED, INCLUDING SET-UP, CLEAN UP, ETC. FROM _____ AM/PM TO _____ AM/PM
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This request is for _____ One or two time use
_____ Weekly use
_____ Monthly use
Beginning Date _____ Ending Date _____

Calvary Lutheran Church Group
Group Name _____ Contact Person _____
Phone _____

Non-Calvary Group
Contact Person _____
Address _____
_____ Phone _____
Alternate Contact _____
Phone _____

Room/area requested _____

Type of function _____

Expected attendance _____

Do your plans include beverages and/or food? (No food in Great Room for outside groups) _____

Type of food _____

*****FOR OFFICE USE ONLY*****

Date application received: _____ Date application approved: _____

Denied: _____ Reason: _____ By: _____

Fee for assigned space: _____

Date of deposit: _____ Amount: _____ Date Refunded: _____

Date of key pick up _____ Date of key deposit: _____

Fees:

Please see attached Fee Guide.

All fees are due two weeks prior to scheduled event. Fees are subject to change re: short-term changes to gas and electric utilities. Fees will be reviewed and possibly revised annually.

- At the end of your meeting, room furniture must be returned to original positions.
- Users may not move current wall decorations that are in place from CLC classes.
- Users may not move teaching supplies or youth projects in process.
- Users may not reposition folding walls in Great Room. Request assistance from the Building Use Coordinator.

Key may be picked up one business day prior to event and must be returned one business day after the event.

For Wedding Fee Schedule please see church office.

In accepting the use of reserved areas and equipment of Calvary’s facility, the applicant(s) and participant(s) and all those associated with the participants hereby release Calvary Lutheran Church from any and all liability for any injuries sustained as the result of accidents which may occur on said premises, and any and all liability resulting from loss, theft and/or vandalism and agree to hold Calvary Lutheran Church blameless there from. The undersigned certifies that he/she has read and agrees to the above rules and has been authorized to make this agreement on behalf of the below named organization/group. Building use will not be authorized without appropriate applicant’s signature.

Name of organization/group

Applicant(s) Signature

Date

Title

Address

City

Zip

Phone

Calvary Lutheran Church
Building Use Policy (Non-CLC Users/ Casual Use)

1. Use Requests - All user groups shall complete and submit a Building Use Request Form to the church office for processing by the church Management Team. You will be notified as soon as the confirmation is complete.
2. Non Profit Restriction - CLC should be open to meetings of groups from the community-at-large as long as they are not-for-profit organizations. The programs of non-CLC user groups shall be oriented towards improvement of the quality of life in our community. A written statement of the group's objectives shall be included in their building use request and this should demonstrate that their programs are oriented towards community betterment. Groups requesting use of the building do not have to be 'Christian' per se. Use of the facilities by religious groups other than ELCA must be approved by the church Council.
3. Group Size - Requesting groups shall indicate the expected number of participants and CLC expects that this group size will not exceed 120% of the indicated numbers for smaller groups of less than 50, and 110% for groups larger than 50 participants. (This relates to fire department approved use levels and also available chairs and tables.)
4. Security Deposits - Each non-CLC user group must include a 'damage' deposit with their Building Use Request. For single use requests a deposit of \$50.00 will be collected and held until the condition of the permitted space(s) are evaluated following use. The deposit is refundable as long as there is no damage and no unusual cleaning is required.
5. Cleaning & Damage Considerations - User groups are required to fully pay for damage restoration or cleaning costs that exceed the value of the 'damage' deposit. *Cleaning supplies related to food and beverage emergencies shall be readily available for use.*
6. Fund Raising - Fund raising activities for direct support of the 'permitted' group are not allowed on CLC property.
7. Smoking - Smoking allowed outside the building in designated areas only
8. Alcohol - No alcoholic beverages are to be consumed on the premises (Communion excepted).
9. Adult Supervision – is required for all meetings conducted at Calvary.
10. Access to Facilities - Approval is given only for those rooms and/or areas specified. The remainder of the building is considered to be off-limits. Arrangements must be made through the church office to access your meeting area. Alternately, you may check out one-numbered, do-not-duplicate key (\$20 deposit). The user group is responsible for the building security as well as closing and locking all doors and windows. Do not prop doors open, or leave the facility unattended. A current name and phone number for the group's contact person must be available to the church office at all times. We appreciate your help in taking steps to lower the risk of vandalism or theft.
11. Calvary Representation - Calvary Lutheran Church Council reserves the right to require that a church member be in attendance at any meeting or function.
12. Insurance - It is recommended that all 'incidental' user groups carry their own liability/medical insurance and information about this insurance should be included on the Use Request Form. CLC insurance does not cover non-CLC organizations. Calvary Precedence –Calvary retains the right to ask user groups to change their meeting time or location. The user group must be given reasonable notice. Earliest notification possible will be extended, but at least 14 days notice shall be given.
13. Fire - NO open flames (candles etc.) are permitted inside the building by non-CLC user groups.
14. Building Orientation - Each non-CLC user group should receive an 8 ½" x 11" building floor plan that clearly illustrates: which main entry door (only 1) is to be used; which room(s) have been reserved for use by the group; which interior doors and hallways may be used to get to bathrooms; locations of safety-

critical light switches; etc. All other areas of the building are off limits! The responsible leader/contact person for each approved user group must have a 'hands-on' guided tour of the facility to insure that they understand the above. If the 'responsible leader/contact person is not going to be in attendance at the groups' meeting, an alternative group representative must receive the 'tour' and that persons' name added to the approved use form.

15. Approved Meeting Materials - Each approved user group should receive a list of approved meeting supplies that must be used in CLC spaces. This would include information related to approved pens for whiteboards; the type of tape to use to hang meeting note pages (tape that does not leave any residue and does not pull paint off walls); etc. This information should also be plainly posted in each of our rooms for the benefit of CLC members.
16. Food & Beverage Services - Serving of beverages and/or food items during a meeting are only to be done as defined on the approved BURF. It shall be the full responsibility of the 'responsible person' in non-CLC groups to ensure that all State and County food handling laws/regulations are met. CLC will not take responsibility for training and enforcement of these rules.
17. Kitchen Use - Upon user group request, WELCA will provide a person to orientate the user group so they are familiar with equipment, dishes, general procedures etc.
18. Use of 'Non-Space' Assets - In general, Audio-Visual equipment will not be available to non-CLC user groups. Non-CLC users groups may use the 3 projection screens, in their present locations, if desired.
19. Postings - Only those items cleared with the church office shall be posted, except for 'directional' signs that may be posted immediately preceding each related meeting.
20. Promotion – Subject to approval by the management team, a promotion for the event can be included in the Calvary monthly newsletter. Any other forms of promotion at the Calvary site must be described in the Usage Request and will be approved or denied at the discretion of the church council.
21. Clean Up – If the using group has changed any furniture arrangements or posted signs, restore furniture to its previous configuration and remove signs. All trash must be put in approved receptacles and the floor vacuumed (if needed).
22. Checkout - Each user group will continue to complete the recently initiated building 'closure/checkout' form and at the conclusion of each meeting leave the completed form in the space used.