

FACILITY USE POLICY



ADOPTED BY COUNCIL

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The views expressed in this policy are those of the Lutheran Church of the Resurrection, Marietta, GA, alone, and do not necessarily reflect the views of the ELCA or any other congregation. It is provided with the understanding that it does not constitute legal advice. An attorney should be consulted when developing a similar policy.

Introduction

The primary purpose of the Lutheran Church of the Resurrection ((hereinafter referred to as “LCR”) is to carry on the mission and ministry of the congregation. Accordingly, LCR desires to utilize its facilities, grounds and personal property (hereinafter collectively referred to as “Facilities”) to serve the needs of its members and to provide outreach to its community. It is LCR’s intent that activities conducted on church property be consistent with LCR’s vision and mission and be compatible with the purposes for which the Facilities were constructed.

The purpose of this Facilities and Property Use Policy (hereinafter referred to as “Use Policy”) is to provide guidance to all users in requesting, scheduling, using, and maintaining LCR’s Facilities. All users must abide by the rules and regulations comprising this Use Policy.

The Property Use Request Form is for groups using LCR facilities for non-church related business/events and is only to be used for occasional use such as a “one time only” use, or for a few hours one day, each week, or month. Longer term and continuous use of the Facilities will require a lease more fully documenting the understanding related to such use. Such leases shall not extend for more than one (1) year, and will be reviewed annually by the LCR Council if renewal is requested. All groups entering into a Property Use Agreement with LCR must provide proof of general liability insurance as outlined in the Property Use Application and Property Use Agreement.

The Meeting and Event Request Form is to be used by members of LCR requesting use of the LCR facilities for their church related ministry and events.

The Wedding Policies and Procedures of LCR provide guidance related to scheduling, planning, and conducting weddings and receptions. Please consult this document for more details regarding requesting and using LCR’s Facilities for weddings and receptions.

Copies LCR’s Property Use Request Form, Property Use Agreement, Meeting and Event Request Form, and Wedding Policies and Procedures are included and can also be obtained from the church office or at LCR’s website.

Approval Process

The LCR Council has ultimate responsibility to approve the use of LCR’s Facilities by members and outside individuals and groups. The LCR Council has delegated the approval of requests for occasional use such as a “one time only” use or for a few hours one day each week or month to the Office Administrator. Longer term and continuous use of LCR Facilities must be approved by the LCR Council.

Approval for the use of Facilities of LCR does not constitute or imply any endorsement by LCR of the individuals, group or organization utilizing LCR’s facilities. Individuals, groups and organizations approved to use LCR Facilities are not to advertise their use of LCR’s Facilities in such a way as to imply any endorsement by LCR. No activities, advocacy or solicitation may take place within the LCR congregation or in its Facilities that conflict with the practices of LCR and the ELCA.

Procedure for Requesting Use

The individual or group requesting use of LCR Facilities shall:

1. Obtain and complete a Property Use Request Form and the Property Use Agreement from the church office or at LCR's website.
2. Attach any additional information you believe that might be useful in helping in determining if LCR can accommodate you or your group.
3. Return the Property Use Request Form and the Property Use Agreement and other required documentation to the church office. You will be notified of whether it is approved or not approved. While it is LCR's intent that the review of Property Use Applications will be conducted in a prompt manner, within two weeks or so, it is the responsibility of the requesting individual to provide sufficient time in advance of the proposed use when submitting the Property Use Application for LCR's review.

The Office Administrator shall check the availability of the Facilities for the use requested and schedule the use if approved. LCR's first priority for use of its Facilities is to congregational programs and membership needs. The Office Administrator shall review the requested use and approve or disapprove occasional use requests as appropriate. Requests for longer term and continuous use will be forwarded to the LCR Council for approval.

4. The Office Administrator will collect all fees and will maintain a fully executed copy the Property Use Agreement, or lease as the case may be, together with copies of all relevant information, including proof of insurance, on file in the church office.

Rules & Regulations

- Fees: Contact the church office for rental fees and pricing. A refundable \$100 security/damage deposit is required at the time of contract. In addition, for any event scheduled on a Friday night or anytime on Saturday, where food will be consumed (regardless of who provides it), a \$100 cleaning fee will be assessed. A \$25 cleaning fee will be required for all groups hosting non-church related business/events at LCR where a usage fee is not required. A key deposit of \$50 is also required of non-members. This deposit is refundable upon return of the keys. No keys may be reproduced for any reason. Every key holder must report the loss of a key to the Office Administrator as soon as possible.
- Church Property: Church property will not be loaned, borrowed, or removed from Church premises without prior permission from the Office Administrator. A Property Use Form must be filled out and approved by the Office Administrator. Audiovisual equipment will not be loaned for use outside LCR Facilities under any circumstances. The person signing for the equipment will be held responsible for the condition and return of the equipment. Any contributions made for the use of equipment will be accepted and put into the Properties Fund for upkeep and replacement.

Church property such as chairs, tables, etc. may be used when using the facility under the rules herein.

- Facility Care: The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. If any notices, bulletin boards, posters, or signage must be temporarily removed from the walls, or if any furniture or accessories must be temporarily relocated, please use care to not damage the items when they are removed or relocated and return the items to the original location when finished. Please note the Set-up Plan posted in the Gathering Room by the white board for guidance in returning this room to its designated condition. Please coordinate setup and cleanup of the space being used with the church office to avoid conflicts with other scheduled uses. Please observe the following facility care practices
 - If you unlock it, re-lock it.
 - If you are the last person leaving a given building, you are responsible to check and make sure that all windows and exterior doors are locked.
 - Make sure that all lights and electrical appliances are turned off.
 - Thermostats shall be set as described on the instructions posted adjacent to the thermostat.
 - Sanctuary & Gathering Room P.A. system is turned off when not in use.
 - All bathroom lights are off when not in use.
 - Unplug all electrical appliances used.
 - The space used must be left clean and orderly after use. Return any items that were removed or relocated to the original location. Garbage and trash must be bagged and disposed in the dumpster across the parking lot. The key to the dumpster is hanging in the kitchen to the left of the refrigerator.
- Kitchen Rules: Unless otherwise authorized by the Council, the kitchens are available only for on-site functions and cannot be used for commercial uses for off-site customers. Kitchens must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster across the parking lot. Church supplies and food are not to be used except for church sponsored activities. Users must comply with pertinent Georgia Department of Agriculture Rules and with the LCR's Kitchen Use and Sanitation Guidelines and other directions as posted in the kitchen.
- Piano & Organ Use: Permission to use the piano and organ must be granted by the Director of Worship and Music.
- Use of Technology: Permission to use the computer, presentation, and speaker system in the Gathering Room must be granted by the Office Administrator and a key obtained to access the equipment cabinets. Members not familiar in the use of the equipment should obtain instruction from staff or a member of the Facilities Team before attempting to use the equipment. If use by a non-member or outside group is requested, a member familiar with the systems use must be present or there will be an hourly fee for someone to be present and operate the system.
- Alcohol & Smoking: All members and all outside groups and organizations using LCR facilities shall abide at all times by a "no smoking" rule in all the grounds and parts of all buildings, including

corridors and restrooms. Use of alcohol on premises must comply with “Alcohol Use Guidelines.” See Appendix D.

- Gambling: Gambling on the church premises is strictly prohibited.
- Supervision of Children & Youth: LCR seeks to provide a safe environment for children and youth. The provisions LCR’s current Child Safety Policies and Procedures must be adhered to for any use where children and youth are involved. This document is found on LCR’s web site.
- Food & Drink: Food and drink should not be consumed in the Sanctuary. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove it immediately after the event. Storing of catering equipment is not permitted.
- Decorations: Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event. Please consult the Wedding Policies and Procedures for applicable requirements for weddings.
- Scheduling Conflicts: LCR reserves the right to pre-empt any facility use for its own use in cases of emergencies, such as funerals, or other unavoidable conflicts. Notice will be provided as early as possible.
- Storage: Storage is very limited and is not available other than for LCR groups. All other groups and organizations using LCR Facilities will be responsible for storing equipment and accessories offsite unless prior arrangements have been made with the Physical Assets Team through the church office.
- Notification of Incidents: All damages, injuries, and unusual incidents occurring during the use of the LCR Facilities must be reported to the Church Office immediately or if after hours, to the contact person identified on the Property Use Request Form and Property Use Agreement; and in writing to the church office within 24 hours.
- Damages: All persons and/or groups using LCR Facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of LCR has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved. The security/damage deposit will be forfeited if damages are not repaired to LCR’s reasonable satisfaction.
- Security: LCR works to maintain a safe and secure environment within the facility, however no systems are foolproof. All users should pay close attention to personal property and valuables, not leaving them unattended. LCR is not responsible for theft or damage to personal property.
- Compliance with Laws: All activities conducted on the property of LCR must be in compliance with all local, State and Federal laws and in keeping with good manners, taste, and high moral standards. Users shall not permit or allow the creation of any nuisance on the property in connection with its use of the property.

- Requests for Exceptions: Requests for any exceptions to the application of the Use Policy or the Rules and Regulations, Fees, or provisions of the Property Use Agreement must be submitted to the LCR Council for approval prior to use.
- Final Decisions: In case of doubt or uncertainty by any individuals or groups about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the LCR Council or its delegated representative shall decide the matter and all individuals and groups shall abide by the LCR Council's directions or forfeit the use of any part of the facility immediately.

Kitchen Use & Sanitation Guidelines

1. Washing Hands

The small porcelain hand washing sink in the corner between the oven and stainless steel food preparation sinks is a dedicated to hand washing station. Keep hands and exposed portions of arms clean while engaged in food preparation. Clean hands and exposed portions of arms with a cleaning compound in the washing sink by vigorously rubbing together the surfaces of lathered hands for at least 20 seconds and thoroughly rinsing with clean water. Pay particular attention to the areas underneath fingernails and between fingers. It is important to wash hands at the following times:

- After touching bare human body parts other than clean hands and cleaned exposed portions of arms
- Before the start of food preparation
- Between handling different food items, such as raw meat, poultry, fish, vegetables and ready to eat foods. (Don't forget to wipe off the faucet!)
- After using the bathroom or changing a diaper.
- After touching a pet or animal.
- After tending to a sick person, blowing your nose, sneezing, or coughing.
- After handling garbage or soiled equipment or utensils.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks.
- After touching your face or hair or after other activities that contaminate the hands.

2. Preventing Cross-Contamination

Bacteria from raw meats that are spread to other foods, utensils, or surfaces is called "cross-contamination". Mixing raw meats with ready to eat foods is the primary source of cross-contamination. This important and multi-faceted category includes the following components:

Raw meats, poultry, and fish

- Always separate raw meats away from produce and ready to eat foods.
- At the store, have the cashier bag raw meats separately.
- At home, always store raw meats on the bottom shelf of the refrigerator, so meat juices won't drip on other foods.

Kitchen Counters

- Wash well with hot soapy water and then use a disinfectant.
- Do not let pets walk on work surfaces and don't sit on work surfaces.
- Whenever you have finished working with one food, clean the counters well before introducing a new food.

Cutting boards

- It is a good idea to have separate cutting boards, one for meat, fish, poultry, and one for foods that will be served raw.
- Plastic cutting boards should be sanitized with a bleach solution or by washing in the dishwasher. To make a bleach solution, mix 1 tablespoon of bleach with one quart of cool water. Discard solution daily.
- Sanitize wooden cutting boards by rubbing with distilled grain vinegar, then air-dry or microwave for ten minutes.
- Cutting boards, especially wooden ones, should be regularly inspected to ensure that food is not getting imbedded in cracks or crevices.
- Throw out cutting boards when they get excessively worn or hard-to-clean cracks appear.
- Wash cutting boards with hot soapy water after each use.

Kitchen dishcloths, sponges and aprons

- Repeatedly using the same cloth to wipe counters spreads germs. Remember to wash towels in the washing machine daily and put sponges in the dishwasher.
- Avoid wiping your hands on your apron, as you will pick up bacteria from the last time you wiped your hands.
- When hand washing dishes, allow them to air-dry. Don't use towels to dry them, as this will spread germs.

Utensils and serving pieces for cooked and raw food

- If you take raw meat, poultry, or fish to the outdoor grill, also bring a new container to put food in after it is cooked.
- Wash or replace cutlery and utensils that were used while product was raw.
- If your meat, poultry or seafood was in a marinade, bring marinade to a boil for at least 3 minutes before using as a sauce. However, it's usually better to discard marinade altogether.

Uncooked foods

- Wash lettuce well, even pre-washed produce, by soaking in a bowl of cool, fresh, drinkable water.
- Clean berries and other fruits with running water; the friction of the water will brush off bacteria.
- Wash melons and other large fruits and vegetables that are not going to be cooked. Remember they came from a farm, grew on dirt, and have been handled by numerous people. If you cut an unwashed melon, bacteria from the surface will be pushed inside by the knife.
- To prevent cross-contamination, always wash foods in a bowl, not in a water-filled sink.

- If you wash raw chicken, meat, or fish, be sure to wash out the sink well to prevent cross-contamination.
- When using a food thermometer, always wash it between probes.
- Frequent hand washing is crucial in preventing cross contamination

5. Temperature

Bacteria grow rapidly between the temperatures of 40 and 140 degrees Fahrenheit. This temperature range is known as the "Danger Zone". To properly store, hold, and cook foods, it is imperative to minimize the amount of time foods are at these temperatures. Pathogenic bacteria thrive in the Danger Zone; certain strains can double in number every 20 minutes. These are the bacteria that cause food borne illnesses, but do not affect taste, smell, or appearance of the food.

- Any foods that have been in this temperature range for two hours or more should be discarded; they might taste all right, but can make you very sick.
- Don't marinate food at room temperature for longer than 1 hour.

6. Refrigeration

The refrigerator is one of the most important items for keeping foods safe.

- Always refrigerate perishable items immediately to minimize reproduction of pathogenic bacteria. Refrigeration will not, however, completely protect foods from spoilage bacteria. This family of bacteria can multiply at low temperatures, and diminish the quality of foods, contributing to off-flavors and aromas.
- It is important to maintain the temperature of your refrigerator below 40 degrees F. Ideal refrigerator temperature is between 36 and 38 degrees F.
- Frequently check the temperature with an appliance thermometer. If your refrigerator exceeds 40 degrees F for over two hours, dispose of all perishable foods.
- When refrigerating cooked foods, divide food into smaller portions so they will chill faster.
- It is also important not to overfill your refrigerator, as cold air circulation is necessary to keep foods chilled.
- The door areas of the refrigerator have frequent temperature fluctuations from opening and closing, so don't store perishable foods on the door. Keep eggs in the carton inside the refrigerator instead of the egg rack, and don't store milk in the door racks.
- If food spills in your refrigerator, wipe up the spill immediately and sanitize if necessary.
- Do weekly checks to assure that food is not spoiling, and occasionally wash all surfaces with warm, soapy water. To keep odors from forming, leave opened box of baking soda on a shelf and change every few months.

7. Thawing Frozen Foods

There are three safe ways to thaw frozen food: in the refrigerator, in cold water, and in the microwave. Leaving food on a counter or thawing in hot water will cause food to be in the Danger Zone.

- Refrigerator thawing can take a long time, but it is the safest method. Plan ahead, as large food items, such as a turkey, may take 24 hours for every 5 pounds. For smaller items, such as chicken breasts, put in the refrigerator in the morning for dinner that evening. Foods that are thawed in the refrigerator can be refrozen safely, with some loss in aesthetic quality.
- Cold-water thawing is faster, but can be more complicated. Meat should be wrapped in a leak-proof bag or else it will absorb the water. Keep water cold by changing it every 30 minutes. A bag of chicken breasts that weighs under a pound will defrost in less than an hour, and a large turkey takes 2 to 3 hours for every 5 pounds. Foods thawed in cold water must be cooked before refreezing.
- If food is thawed with a microwave, it must be cooked immediately following the thawing. During this process, some of the surface areas might start cooking and are in the danger zone. For this reason, we don't recommend microwave defrosting. Foods thawed in the microwave must be cooked before refreezing.

8. Dish Washing Procedures

When hand washing dishes always use the hottest water that you can comfortably work in without scalding yourself and use an appropriate amount of antibacterial dish soap. Rinse with hot water and air dry (DO NOT TOWEL DRY) this can spread germs. Always use clean sponges or dishcloths and rinse and sanitize them often. When using a mechanical dishwasher the wash water should be a minimum of 160 degrees combined with an appropriate detergent and rinse with water that is a minimum of 180 degrees combined with an appropriate rinsing agent. Do not use the dish washing and food preparation sinks for any other use, such as washing mops, rags, paint brushes, or other non kitchen use.

Food Safety Temperatures

Ground Turkey/Chicken	165	Poultry – Whole Chicken/Turkey	180
Ground Beef/Veal/Lamb/Pork	160	Poultry Breasts – Roasted	170
Fresh Beef – Medium Rare	145	Poultry Thighs/Wings	180
Fresh Beef – Medium	160		
Fresh Beef/Pork – Well Done	170		
Fin Fish	Cook until opaque and flakes easily with a fork		
Shrimp, Lobster, Crab	Shell should turn red and flesh should become pearly opaque		
Scallops	Flesh should turn milky white or opaque and be firm to touch		
Clams, Mussels, Oysters	Cook until shells open; discard any unopened		

10. Ice Machine

Clean and use the scoops provided when getting ice from the ice machine. Do not use hands, pitchers, cups, or glasses being filled. Clean and disinfect the ice cleaner periodically.

Wedding Policies and Procedures

Your wedding is, and should be, one of the happiest moments of your life. The Lutheran Church of the Resurrection rejoices with you and we are eager to make every phase of your wedding one that you will remember with joy. We are pleased that you have chosen our church for your wedding, and it is our wish to do everything possible to make this a joyful, Christian experience.

A church wedding is a service of worship, where two people pledge their faith to each other and enter into a covenant with God. The wedding ceremony affirms this covenant with reverence and faith.

The following policies will help make your wedding memorable. We encourage you to become familiar with these policies and to share them with your wedding party, florist, caterer, photographers, and musicians. These policies may be altered or waived with consent and permission of the pastor and organist.

Scheduling and Cancellation: A reservation for sanctuary use for the rehearsal and wedding ceremony and a separate reservation for the Family Life Center for receptions, if desired, must be coordinated through the church office. The Wedding Information Sheet must be filled out at the time of the reservation of the Sanctuary and/or the Family Life Center. Half of all fees for use of the building must be paid when the church is reserved (payable Lutheran Church of the Resurrection); the remaining portion is due in the church office one month before the wedding. If the reservation is canceled less than three months prior to the wedding, the church will retain \$100 of the fees.

Counseling with Minister: The presiding minister will determine the nature and the number of counseling sessions to be held before and/or after the wedding. It is the responsibility of the bride and groom to schedule these meetings with the pastor.

Music and Organist: A marriage service held at the Lutheran Church of the Resurrection is different from a civil ceremony. A church wedding is a service of worship and the music should reflect the dignity of the moment. The bride and groom should contact the Director of Music at least three months prior to the date. Should another organist be selected, he or she must be approved by the Director of Music. The Director of Music must also approve all guest musicians, music and procedures, in consultation with the pastor.

License: The marriage license must be in the church office one week prior to the wedding. Please note that to be married at LCR you must have a valid marriage license.

Wedding Director: A wedding director provided by LCR must be present. The fee for the wedding director is included in the fees payable to LCR. We ask that the bride contact the director at least three months prior to the wedding date. (Contact: Carol Owen at 770/641-1771.) The director will conduct

the rehearsal and the wedding. She will instruct the wedding party in carrying out the bride's plan in accordance with church policy.

Rehearsal: One hour is scheduled for the wedding rehearsal. Please ask all participants to arrive 15 minutes early to ensure that the rehearsal begins on time.

Facilities: The facility is available for the wedding party two hours before the wedding. A room in the upper level of the Family Life Center is available for the bride and her attendants to be used for dressing. A room will also be assigned to the groom and groomsmen. These rooms should be cleared of any personal belongings immediately following the service.

Nursery: We are unable to provide nursery care for weddings. You may, however, use our nursery facility and your own nursery personnel and to make sure the nursery is in order before you leave. Please notify the Wedding Director if you plan to use the nursery. LCR seeks to provide a safe environment for children and youth. The provisions LCR's current Child Safety Policies and Procedures must be adhered to for any use where children and youth are involved. This document is found on our web site.

Decoration: The church has available for use, if desired, a pair of branched brass candelabra and a kneeling bench. No decorations may be attached to the brass candelabra.

No tape, nails, tacks or staples may be used to attach decorations to the walls, wood-work, furniture or floors.

No candles may be used in the pews or windowsills; no candles may be carried. Only dripless candles may be used in the lighting of the Unity Candle. LCR has a Unity Candle for your use upon request.

No church furnishings may be moved to accommodate decorations.

Seasonal decorations placed in the sanctuary by the Altar Guild may not be removed. The colors of the altar linen are chosen in accordance with the seasons of the church year and may not be changed.

The flower girl may carry a basket of flowers, but may not drop flower petals, either live, silk or any other material.

No aisle runners are permitted.

No rice or confetti may be used. Bird seed, flower petals, and bubbles may not be used in the buildings, on steps, or immediately in front of doors.

Photography: No flash pictures shall be permitted during the ceremony. Please inform your family and friends that no photography is permitted by wedding guests during the ceremony.

It is the responsibility of the photographer to replace furniture moved in dressing rooms used for pictures. After the ceremony, pictures may be made at the altar. **Pictures must be completed within**

30 minutes after the ceremony. During the wedding the photographer is to remain in the back of the sanctuary.

At the discretion of the presiding pastor, **one** video camcorder may be permitted. If a camcorder is used, its location is to remain stationary during the ceremony.

We ask that these guidelines be enforced to preserve the sacredness of the worship service.

Other Policies: **All cell phones and pagers must be on non-audible status during the wedding.**

All members and all outside groups and organizations using our facilities shall abide at all times by a “no smoking” rule in all the grounds and parts of all buildings, including corridors and restrooms. Consumption of alcohol is not permitted on the premises, except that beer and wine may be permitted at the reception, if approved in advance by the LCR Council.

The Lutheran Church of the Resurrection will not be liable for personal items lost, stolen or damaged during the wedding and reception.

The bride and groom will be responsible for paying for the repair of any damage done to the church during the rehearsal, wedding, or reception.

Catering the Reception: If your reception is held in the Family Life Center, your caterer must have a certificate of liability insurance and must contact the church for the necessary information and a copy the LCR Kitchen Use and Sanitation Guidelines. The kitchens must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster across the parking lot. Church supplies and food are not to be used except for church sponsored activities. Users must comply with pertinent Georgia Department of Agriculture Rules and with the LCR’s Kitchen Use and Sanitation Guidelines and other directions as posted in the kitchen. Your caterer must return the caterer’s use form to the church no later than two weeks before the wedding and preferably much earlier.

The church kitchen is equipped with ovens and limited refrigerator space. Freezer space is not available.

Following the reception, the kitchen and Gathering Room must be cleaned and the kitchen closed.

Pastor: Any pastoral participation (other than LCR pastors) in a wedding ceremony will be with the consent and coordination of the pastor of Lutheran Church of the Resurrection.

Appendix A

Meeting & Event Request Form

(For LCR related meetings and events)



In order to ensure the support and success of all ministries of LCR, all events need to be reported to the Church Office. Our staff will review this information, identify ways to support your events and make recommendations about events. This form should be turned in to the Church Office at least 3 weeks prior to your event, meeting or program.

Thank you for your cooperation!

Event Information

Event Name _____ Sponsoring Team _____

Event Contact _____ Phone Number _____

Contact Email _____ # of ppl expected _____

One Time Events:

Preferred Date _____ Alternate Date _____

Event Times _____ Set-up by _____ Break-down by _____

Space Requested

____ The Gathering Room

____ Conference Room

____ FLC Room # _____

____ Kitchen

____ Library

____ Sanctuary

____ Robinwood

____ Youth Pavilion

____ Other _____

Recurring Events

Please provide information here if your event is recurring

Meeting Times _____

Preferred meeting day M T W Th F Sa Su

Occurs Weekly Monthly Quarterly

Exceptions _____

Communications

Event Communication is key to success! Please remember to send any flyers, posters, graphics, etc. to the Church Office.

The Weekly Dates _____

Slideshow Dates _____

Promo Video Dates _____

Other _____

Equipment Needs

Include number, as needed

____ Microphone(s)

____ Choir Platforms/Risers

____ TV ____ VCR ____ DVD

____ Projector ____ Screen

____ Easel ____ White Board

____ Other _____

Collecting Money

Please be sure that you touch base with the Church Office to put a plan in place for collecting and processing money for your meeting/event/program. Thank you!

____ I plan to collect money for my event/meeting

Office Use Only Date Approved _____ Staff Liaison _____ Confirmed w/ contact on _____

Property Use Request Form

(For groups using LCR facilities for non-church business/events)



This form should be completed and turned in to the Church Office at least 6 weeks prior to your event, meeting or program. This is only a request, and upon approval an agreement will be issued outlining fees and terms of use. Please contact the Church Office at 770.953.3193 if you have any questions.

Contact Information

Organization Name _____ Date _____

Address: _____

If you are a non-profit organization, please provide your Tax ID number: _____

LCR Sponsor (if applicable) _____

Primary Contact _____ Phone Number _____

Contact Email _____

Space Requested

____ The Gathering Room

____ Conference Room

____ FLC Room # _____

____ Kitchen

____ Library

____ Sanctuary

____ Robinwood

____ Youth Pavilion

____ Other _____

Event Information

Please use the back of this form to describe your event in detail; share as much information as possible!

Event Times _____

Set-up time _____ Break-down time _____

of ppl expected _____

If you are collecting admission, registration or ticket fees, how will the proceeds be used? _____

One Time Events:

Preferred Date _____

Alternate Date _____

Recurring Events:

Meeting Times _____

Preferred Meeting Day M T W Th F Sa Su

Occurs Weekly Monthly Quarterly

Exceptions _____

Equipment Needs

Include number as needed

____ Microphone(s)

____ Choir Platforms/Risers

____ TV ____ VCR ____ DVD

____ Projector ____ Screen

____ Easel ____ White Board

____ Other _____

Office Use Only Date Approved _____ Staff Liaison _____ Confirmed w/ contact on _____

Key Deposit _____ Security Deposit _____ Cleaning Fee _____ Rent _____

Appendix C

Lutheran Church of the Resurrection Property Use Agreement

Office Use Only	
_____ Deposit Pd	_____ Key Issued/Pd
_____ Cleaning Fee Pd	

For and in consideration of the sum of _____ and subject to the terms and conditions set forth herein, The Lutheran Church of The Resurrection ("LCR") agrees to grant a revocable license ("License") to _____ ("User") for use of certain real property owned by the LCR. The LCR and User agree as follows:

- Property:** User shall have the right during the term of this License to use the following areas of LCR: _____ under the terms and conditions set forth herein. **In the event the designated space is not available, LCR will provide comparable space for the same sum and term.**
- Term:** This License commences on _____ and expires on _____. This license is valid for use of the designated Property on _____.
- Compliance with Laws/Rules/User's Responsibilities:** User is required and agrees to comply with the LCR Facilities and Use Policy. User acknowledges that it has received and reviewed a copy of said Policy, specifically acknowledging that LCR has the right to cancel this License at any time.
- Unlawful Use:** User shall not allow or permit any unlawful or illegal activity on the Property in connection with its use of the Property. User shall not permit or allow the creation of any nuisance on the Property in connection with its use of the Property.
- "AS-IS" Condition of Property:** User accepts the Property "AS-IS", LCR having no obligation whatsoever to make any alterations or improvements to the Property, nor is the LCR obligated to provide any services, including security services, in connection with User's use of the Property. User accepts responsibility for the security of its users.
- Risk of Use:** The LCR shall not be liable for any damage to persons or property arising from or connected with User's use of the Property.
- Indemnity:** User hereby agrees to indemnify and hold harmless LCR and its staff, Officers, Council, agents, members, volunteers, and/or employees, from any and all loss, liability, cost, claims, demands, damages, actions, causes of action, suits or expenses (including without limitation reasonable attorneys' fees and expenses) arising out of or in any manner related to or connected with the Use by the User or its employees, agents, guests or invitees, provided, however, that this indemnity shall not be applicable to any loss or liability caused by LCR's willful misconduct.
- Insurance:** Non-church groups are required to provide coverage described as follows:
 - General Liability** - User shall at its sole cost and expense keep in force throughout the term of this Agreement, a Commercial General Liability policy, which includes broad form property damage, contractual, personal injury, products and completed operations coverage with respect to the Use shall add the Lutheran Church of the Resurrection as additional insured to such policy, and shall include a waiver of subrogation in favor of LCR, all in such form as shall be reasonably satisfactory to LCR. Such insurance shall be in an amount of not less than One Million Dollars (\$1,000,000) for each occurrence, bodily or personal injury and/or property damage combined. User's insurance carrier shall notify LCR within thirty (30) days of any substantial

reduction, termination or cancellation of said coverage. Evidence of the foregoing requirements shall be furnished to LCR by valid certificate of insurance issued by or on behalf of the User's insurance carrier which shall be delivered to LCR prior to the commencement date of this Agreement .

B. Worker's Compensation - When required by Georgia law (employer has 3 or more workers), the User shall keep in force a Worker's Compensation policy with statutory limits and Employer's Liability with \$500,000 limits. Policy shall include a waiver of subrogation in favor of LCR. User's insurance carrier shall notify LCR within thirty (30) days of any substantial reduction, termination or cancellation of said coverage. Evidence of the foregoing requirements shall be furnished to LCR by valid certificate of insurance issued by or on behalf of the User's insurance carrier which shall be delivered to LCR prior to the commencement date of this Agreement.

9. Interest Created: This License shall not create any easement rights, leasehold interests or other interests in land. The rights of User in and to the Property created under this License shall not be subject to levy, sale, assignment or subletting.
10. Changes to License: This License represents the entire agreement between the parties hereto. No change to the terms of this License shall be effective unless it is in writing, signed by both the parties hereto.
11. Execution: The undersigned, executing on behalf of User, certifies that he/she is an agent of the named organization and is authorized to execute this Revocable License.
12. Term & Termination

Term - The term of this Agreement shall begin on the Effective Date and, unless earlier terminated by written notice, shall continue until the Expiration Date. The User's obligations to indemnify and hold harmless shall survive any termination, expiration or completion of this Agreement with respect to activities and events occurring prior thereto.

Termination for Convenience – Either Party may terminate this Agreement by providing **thirty (30) days'** notice in writing to the other Party.

Termination for Breach - Either Party may terminate this Agreement in the event that the other Party is in a material breach of its obligations hereunder, where termination for such breach is not otherwise provided for herein, if the Party in breach fails to cure such breach within thirty (30) days of the receipt of written notice detailing such breach from the other Party.

Notices - All notices to be given under this Agreement shall be in writing and deemed duly given if sent by prepaid overnight courier, to the addresses set forth immediately below or to such other address as a Party may, from time-to-time, specify to the other Party by like notice.

If to LCR:

Lutheran Church of the Resurrection
4814 Paper Mill Road
Marietta, Georgia 30067
Attention: President, Church Council

If to User:

_____ (Other Party)
_____ (Address)

Attention: _____

Attached documents pertaining to Terms of Use:

LCR Rules & Regulations

Other Terms:

\$100 security deposit (\$100 damage) due at time of contract. If no damages are assessed by LCR, the deposit will be refunded in full or deducted from the remaining balance due.

In witness hereof, the parties have executed this Revocable License to be effective as of this ____ day of _____.

Name of Individual/Organization: _____

Signature: _____

Print Name: _____

Title: _____ Date: _____

Lutheran Church of the Resurrection

Signature: _____

Print Name: _____

Title: _____ Date: _____

ALCOHOL USE GUIDELINES
APPROVED SEPTEMBER 2016
APPENDIX D



All requests to have alcohol at an event, whether sponsored by an LCR or outside group, must be approved by the Congregation Council. If approved, all of the following guidelines must be adhered to. The Host of the event is ultimately responsible for obtaining permission and adhering to these guidelines. The Host of the event assumes all responsibility and liability of obeying these guidelines.

I. Alcohol Provided: Alcohol cannot be sold for a fee, ticket or donation, either directly or indirectly. If council grants an exception to this rule, and alcohol is to be sold or a donation accepted for alcohol, it must be provided by a caterer who shall be solely responsible for obtaining the proper license and shall assume all liability for the obtaining, selling, distributing and the consumption of the alcohol. A copy of the license and caterer contract must be provided to LCR. Alcoholic beverages are to be provided only by the caterer.

II. Alcohol Allowed: Attendees are permitted to bring their own bottle (BYOB) to the event.

III. General Rules for Alcohol at Events

- A. During any event at which alcohol is present, the Host is responsible for providing non-alcoholic drink and food.
- B. Alcoholic beverages shall be limited to beer, wine, and champagne and clearly labeled.
- C. The area in which alcohol is being served must be staffed at all times by an adult.
- D. Alcohol may only be served by an adult. There can be no self-serve if alcohol is provided.
- E. The event Host must ensure that no alcohol is served, or otherwise consumed, by anyone under the age of 21 even when accompanied by a parent.
- F. The event Host must designate a person to monitor alcohol consumption and behavior at the event. If someone appears to have become intoxicated, the Host (or a designate) must ask the person to leave and arrange for a safe ride home.
- G. The alcohol serving time should end well before guests are scheduled to leave but food and non-alcoholic beverages should remain until the end of the event. As a general rule, for every hour that alcohol is served, at least 15 minutes should be set aside prior to end of function.
- H. No alcohol is to be left behind after the event.

By signing below, I hereby certify that: I have read, understand and agree to abide by the Lutheran Church of the Resurrection Alcohol Use Guidelines

Event Host

Date

Event

Event Date(s)

Appendix E

Wedding Request Form

Please complete this form and return it to the Church Office.



Preferred Ceremony Date: _____ Time: _____

Preferred Rehearsal Date: _____ Time: _____

Alternate Ceremony Date: _____ Time: _____

Alternate Rehearsal Date: _____ Time: _____

Reception at LCR: Yes No

Bride and Groom

Bride's Name: _____

Phone: _____ Address: _____

e-mail: _____

Church Membership/Affiliation: _____

Groom's Name: _____

Phone: _____ Address: _____

e-mail: _____

Church Membership/Affiliation: _____

Address after Marriage: _____

Bride's Name after Marriage: Ms. Mrs. _____

Local Contact Person

Name: _____

Phone: _____ e-mail: _____

Service Planning

Wedding Bulletin (not provided by the church): _____

Unity Candle: Use LCR's Provide Own

Organist: _____ Soloist/Instrumentalist: _____

Other Participants: _____

Wedding Party

Maid/Matron of Honor: _____

Bridesmaid(s): _____

Junior Bridesmaid(s): _____

Flower Girl: _____

Best Man: _____

Groomsmen: _____

Ushers: _____

Ring Bearer: _____

Reception/Other Personnel

Caterer: _____

Phone: _____ Address: _____

e-mail: _____

Photographer: _____

Phone: _____ Address: _____

e-mail: _____

Videographer: _____

Phone: _____ Address: _____

e-mail: _____

Florist _____

Phone: _____ Address: _____

e-mail: _____