



Introduction

Elk River Lutheran Church is a busy place. Its primary purpose is to carry on the ministry of the local church. Elk River Lutheran Church has an active ministry to children, youth, adults, and senior adults. It has a significant outreach into the community through the local Family Shelter and other social services. The programs and people are the top priority when it comes to building use.

Building use activities fall under the jurisdiction of the ERLC Council. The Office Manager manages building use. No commitment for building use is finalized until the Room Use Agreement has been completed and executed by the Office Manager.

Elk River Lutheran Church has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered. Local organizations and individuals for one-time or short-term usage also use our facilities. When possible, we attempt to make our facility available for such groups. Our first priority is to programs and membership needs of the church. Priority is then given to nonprofit groups that are supported by the church, and finally to other nonprofit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflicts with the bylaws and the practices of this congregation and the denomination.

Included in this guide are the following:

Steps to Facility Use Scheduling

Donation Suggestions for Facility Usage

Rules and Regulations

Room Use Agreement Form

Release and Indemnity Agreement Form

Steps to Facility Use Scheduling

Fill out a Room Use Agreement. One is included in this guide or you may obtain one from the church office or at our website: www.elkriverlutheran.org under the Contact Us tab.

Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.

Return the Room Use Agreement to the Office Manager who will evaluate your request and notify you if it is approved or not approved.

Donation Suggestion for Facility Usage

Room	1-24 people	25-49 people	50-99 people	100 + people
Lower Level Meeting Room	\$50	\$75	\$125	\$200
Community Room	\$50	\$75	\$125	\$200
Fellowship Hall	\$50	\$75	\$125	\$200
Sanctuary	\$50	\$75	\$125	\$200

Additional Fees		
Deposit	\$75	
Custodian	\$50	
Smart board	\$25	
Media Operator	\$75 up to 2 hours	\$25/ hr after
ERLC Attendant*	\$50 up to 2 hours	\$25/ hr after

*An ERLC Attendant is mandatory for all Non-Member events

*Deposits and Fees:

A refundable damage/reservation deposit of \$75 is required and due at time of application. This deposit is forfeited if the space is reserved and not used, if the space is not cleaned satisfactorily after use, or if there is damage to ERLC property.

Rules and Regulations

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Office Manager has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved. Children must be supervised at all times. Nursery Room is available for use w/ Adult supervision. Room must be picked up after usage.

Room Setups

All rooms have been designated with a standard room setup. Any setup changes by the group are required to put room back as when arrived.

Piano Use

Permission to use the pianos must be granted by the Director of Music Ministry. Pianos cannot be moved except by permission from the Director of Music Ministry or the Office Manager.

Sanctuary Sound System & Smartboard

The Sanctuary sound reinforcement or recording systems are available upon request. The systems may be operated by the church sanctuary sound technicians (at a cost of \$75 per event) or by technicians pre-approved by the Office Manager. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.

Smoking Policy

All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group’s use of the facilities and/or to deny use in the future.

Alcohol & Drug Policy

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.

Final Decisions

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Office Manager would seek approval from the Church Council.

Food and Drink

There is no food or drink allowed in the Sanctuary except water bottles. All other food and drink requires approval in advance as noted in the Room Use Agreement.

Decorations

Decorations may be attached to the walls, doors, and light fixtures with painters tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

Starting and ending times

7:00 am- 10:00pm

The building must be completely cleared not later than 10:30 p.m. to allow the building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

Storage

There is no excess storage available. All organizations using the facility will be responsible for storing props and accessories offsite.

Parking

Parking at the church is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

Security

Our church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.



Trusting in God's grace, an accepting,
joyful community, serving God & neighbor.

Room Use Agreement

Please complete entire Form

Date _____

Name of Organization _____ Responsible Person _____

Non-Profit Status: _____ Federal ID no. _____

(Attach IRS determination letter)

Address _____

Organization's Purpose _____

Event Name and Description _____

Contact Person's name _____ Contact person's Day Phone _____

e-mail _____

Date(s) of Event _____

Start time _____ end time _____

Will the event be recurring? Yes No If yes, how often? Daily Weekly Monthly

Which day of the week:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

- Lower Level Meeting Room
- Community Room
- Fellowship Hall
- Sanctuary

Anticipated number of Participants: _____

Will a participant fee be charged? Yes No Will food or drink be consumed? Yes No

Special needs or Requests: _____

Release and indemnity

This Release and Indemnity Agreement is between the above-named organization (“Organization”) and our church.

Recitals

The church is the owner of the real property and improvements located at 729 Main St. Elk River, MN 55330 (“Property”).

Organization desires to use the property described above for meetings and other activities.

Agreement

Now Therefore in consideration of this church permitting use the Property and improvements described above, Organization agrees as follows:

Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

Acceptance Of Responsibility

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print name: _____

Title: _____

For office use only:

Approved _____ Denied _____

Suggested Donation \$ _____ Deposit Collected _____ Additional Fees _____

Notified:

Office Manager _____ Pastor _____ Music/Worship Director _____ ERLC Attendant _____

Custodian _____ Added to Calendar _____