

CHURCH USE POLICY
First Lutheran Church
107 Second Street SE, Aitkin MN 56431
218-927-2028

The facilities of First Lutheran Church were erected to the Glory of God for use by its members to worship and to carry on the other functions of this parish. The facility was also erected to be a Christian witness to others within our community.

Therefore, the following policies shall apply to all church functions and to the use of church facilities by members and non-profit community groups and organizations. These policies supersede all previous agreements for use of church facilities. Each application for church use will be reviewed for approval by the Church Use Ministry Team. Requests that include fund raising and/or departures from the listed policies will also need to be reviewed by the Church Council for approval.

1. It shall be the general policy of First Lutheran Church to allow our church facilities to be used by members, non-profit community groups and organizations.
2. You are responsible for setting up tables and chairs for your own event; this service is not provided by the church. You will be responsible for your own clean-up after your event. The room(s) used are expected to be left in the same condition in which they were found.
 - a. --All tables and chairs must be returned to their standard arrangement, as indicated in the pictures, found in each room.
 - b. --All garbage must be picked up and placed in the dumpster outside.
 - c. --All personal belongings must be removed.
 - d. --All restrooms must be checked before leaving.
 - e. --If the kitchen has been used, you must make sure that all faucets and all appliances are turned off and/or unplugged.
 - f. --You must make sure all the windows in your designated area are closed and locked
3. If any janitorial services are required to clean up after your event, you will be charged \$30 per hour (one hour minimum). If you fail to clean up after yourself and/or you fail to return the tables and chairs to their proper setting, you will receive a letter indicating as such along with any charges incurred for having to clean up the space. If you again fail to follow this policy, your group's future requests to use the facility will no longer be approved.
4. Your group must stay in the area you have been approved to use. All children are to be supervised by an adult at all times.
5. Please remember that at the time you are using the facility, there are likely other functions going on in the building. Please be courteous and mindful of others.
6. Groups that include a fund-raising aspect (ticket sales, silent auction, free will offerings, etc.) must have prior Church Council approval. This step is in place to prevent fund raising scheduling conflicts.
7. Alcoholic beverages are strictly prohibited in the church building or on church property. Smoking inside the building is strictly prohibited. Smoking is allowed outside, but cigarette butts must be disposed of in the provided receptacles. No raffles or gambling are allowed on the premises.
8. Please note that an unforeseen ministry needs (such as a funeral) or a building emergency may cause you to have to reschedule your event.
9. If your group is using the church on an ongoing basis, you must complete a new Church-Use Application yearly in January or when the person responsible for the event changes.

- 10. If your organization will be serving food to the public and you do not have a Food Service License, it is your responsibility to apply for a Temporary Food Service Permit through Aitkin County Environmental Services. Questions regarding food licensing should be directed to: Aitkin County Environmental Services, 209 2nd Street NW, Aitkin MN 56431, 218-927-7266.
- 11. The church does not provide coffee, paper products, or other supplies you may need for your event.

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KEYS

If the timing of your event requires you to have a key to the facilities, you will be required to pick the key up from the church office prior to your event, and you will be required to follow the church policy on keys (including providing a key deposit), **which is contained in a separate form you will be required to read and sign.**

PLEASE NOTE: Your event will NOT be placed on the church calendar until this signed use policy and a signed application form is received and approved by the Church Use Ministry Team. You will be notified if/when your event is approved.

As the person responsible for the event referred to in this application, I acknowledge that I have read and received a copy of First Lutheran Church's Use Policy. I understand these policies and, by my signature, I agree to follow them.

Signature of person responsible for the event Printed Name Date

Internal Use Only

As the representative of First Lutheran Church regarding this event, I acknowledge that I have given the person responsible for this event a copy of the Use Policy. I have answered any questions they had or have directed them to Church Use Ministry Team.

Signature of First Lutheran Church representative/Staff Printed Name Date

Room(s) available _____

Church Use Ministry Team Decision: Approved _____ Date _____

Denied _____ Date _____

APPLICATION FOR CHURCH USE

First Lutheran Church, 107 2nd Street SE, Aitkin MN 56431

Telephone: 218-927-2028

Name of Group/Event: _____

Day(s) of the week _____ Date(s) _____

Time of Event: _____

Arrival Time (incl. set-up time): _____

Departure Time (after clean-up): _____

This Event is a Fundraiser: _____ Yes _____ No

Frequency (once, weekly, monthly, etc.): _____

Size of Event (# of people): _____

Number of Adults: _____ Number of Children _____

Description of Activity: _____

Room(s)/Area Requested: Please indicate which of the following apply to your event. Only the rooms listed here are available for use by outside groups. Only the space you request now will be available for your event.

Fellowship Hall ((150) _____

Sport Court (30-50) _____

Kitchen** _____

Nursery (10-15) _____

Single Classrooms: _____

Lake Shore (20) _____

Deer Haven (10) _____

Bear's Den (10) _____

Double Classrooms: _____

God's Garden/Tree House (40) _____

Campfire Island/Whispering Pine (40) _____

Sanctuary (seats up to 325) _____

Maria Chapel _____

**Please fill out and sign the "Kitchen Policy and Use Application" on the reverse page.

Equipment Requested: Please indicate which of the following apply to your event. If you do not indicate your needs here, there may be difficulties getting the equipment on the day of your event.

Tables _____ Number needed _____

Chairs _____ Number needed _____

Easel/White Board _____ Number needed _____

Please call us to set up a time to stop by and see our facility before your event. IF THE TIMING OF YOUR EVENT REQUIRES YOU TO HAVE A KEY, PLEASE BE SURE TO STOP BY AND PICK UP A KEY DURING OFFICE HOURS (after paying the key deposit).

Please return this *signed* Application Form and *signed* Church Use Policy Form at least 10 business days prior to the date of your event. Forms may be scanned and sent to office@flc-aitkin.com if you are unable to drop off in person.

I/We understand the policies and practices of First Lutheran Church. I/We will abide by them with the knowledge that a failure to comply will result in the loss of any future use of these facilities.

If our group is required to have a Temporary Food Service Permit, I/We hereby certify that we have obtained such permit in order to lawfully and safely serve food to the public in these facilities.

I have read and signed the "Church Use Policy" form, and I have received a copy for my own reference.

To the fullest extent permitted by law, the undersigned individual or organization shall defend, indemnify and hold harmless First Lutheran Church and its employees and agents from all claims, demands, suits, damages, losses, and expenses (including attorneys' fees and court costs) relating to or arising out of their use of the property of First Lutheran Church, whether caused in whole or in part by any act or omission of the undersigned individual or organization and regardless of whether or not it is caused in part by a party indemnified hereunder.

It is further acknowledged that First Lutheran Church will be released from any and all liability in connection with the use of these facilities.

Signature of Responsible Person _____ Date _____

Printed Name _____ Name of Organization/Event _____

Address _____ Telephone _____

KITCHEN USE POLICY/APPLICATION

Will you be preparing and/or serving food? Yes _____ No _____

(If yes, remember that you will need a Temporary Food Service Permit, obtained through Aitkin County Environmental Services. You will not be able to use the kitchen to prepare and/or serve food until proof of such permit is provided.)

Please check or "x" the kitchen equipment you are requesting to use:

Refrigerator/Freezer	_____	Coffee maker/pots	_____
Dishwasher	_____	Pots/pans/utensils	_____
Stoves/Ovens	_____	Dishes/cups/silver	_____
Other (please list)	_____		

Will you be using a caterer? Yes _____ No _____

If yes, special rules apply and a member of the First Lutheran Church Kitchen Committee about these rules will contact you.

I understand that I will be responsible for leaving the kitchen CLEAN, with equipment and utensils put away in their rightful places and tables and counters sanitized with the bleach solution provided. I also understand it is my responsibility to inform the caterer regarding the above information and requirements of the church. I understand that the church does NOT provide any products, such as coffee, sugar, creamer, napkins, etc., for my event. I also understand that if I brought any food items into the church for my event, they must be removed from the kitchen and/or refrigerators at the close of my event.

Signature of Responsible Person _____ Printed Name _____ Date _____