

**Bethany Lutheran Church**

**Facilities Usage Policy**

**4200 N. 204<sup>th</sup> Street**

**Elkhorn Nebraska 68022**

**402-289-4440**

**Fax 402-289-3550**



# Bethany Lutheran Church Facilities Usage Policy

**Meeting & Event Scheduling: Call (402) 289-4440 Ext. 200**

## **Welcome**

Welcome to Bethany Lutheran Church! Bethany is blessed with a wonderful facility to share with our faith family members and our community. Bethany is ready to serve as a host to support groups, trainings, classes, receptions, dinners, meetings, gatherings, sports practices or other events. In doing so, Bethany is committed to providing a safe environment for employees, members and visitors.

Following are the policies and procedures established for our ministries and the community for facilities use. It is important you read, understand and become familiar with these policies and comply with the guidelines that have been established.

Bethany Lutheran reserves the right to modify, supplement, or revise any policy, provision, or fee, with or without notice, as it deems necessary or appropriate.

## **Qualification for Use of Facilities**

Since we are a faith community and our greatest priority is our worship time together, no portion of the Bethany facility is available to rent at any time during our worship services. First priority for facility use will be given to events and activities scheduled by Bethany's ministry staff and committees within our congregation. Second priority will be given to non-church ministry activities and meetings. We reserve the right to cancel any facility use agreement at any time based on Bethany Lutheran's ministry needs, i.e. a funeral service and luncheon.

Bethany requires all users follow the Facility Usage Policies. It is the responsibility of the "Applicant Representative" identified on the Facilities Use Application/Agreement form to notify all participants of these policies.

Violation of the Bethany's Facilities Usage Policy can result in the immediate cancellation of an event without the refunding of fees.

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The use of Bethany facilities is open to individuals, non-profits and businesses. Individuals may request usage of facility for personal use. Bethany's facilities are not for use by any groups advocating a specific political party or position, or whose purpose and goals are contrary to the mission, purpose or belief of Bethany Lutheran Church, which is a biblically-based religious institution.

The granting of the right to use the Facilities is at the sole discretion of the Church, acting through the Church Representative. The Church reserves the right to restrict or refuse the rights and privileges to any person, group or organization requesting the use of the Facilities. The right of refusal shall also include denying the use of the Facilities to any party where the intended use is considered or perceived to be a hazard to the Facilities or its contents, or that would potentially result in excessive wear to any part or parts of any of the Facilities or its contents.

A Facilities Use Application/Agreement must be completed requesting the use of the Facilities. The Application shall include all information about the nature of the requesting group and the proposed event.

- It must include the Applicant's name and contact information of the responsible and liable parties.
- A single point of contact must also be provided for the event (if other than the applicant) at the time the Application for use is completed.
- The Application shall also include the dates and time of the event, the required rooms needed and any additional materials or services needed by the renting group.

All reservations will be considered tentative until the required deposit and appropriate fees have been paid and the Application (contract) is signed and accepted by the Church Representative.

## **Fees & Deposit**

User fees and other requirements are intended to encourage good stewardship of the Facilities and to ensure those Facilities are used and maintained properly. The fees allow Bethany to cover the costs associated with your use of the facility.

Fees associated with facilities usage are provided in a separate document Facilities Use Fee Schedule. The fees include the use of available tables and chairs if requested. For an additional fee setup and teardown of the Activity Center, Gathering Place and Fellowship Hall tables and chairs can be provided based on the availability of Bethany staff.

Other event materials and/or equipment may be available upon request but must be noted at the time of application. Additional fees may be applicable for any additional materials or equipment supplied as well as the services of technician.

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Payment is to be made no later than 15 business days from the date of application. Failure to do so will result in cancellation of the reservation and the room(s) made available to others.

For all uses which are not organized or sponsored by a Bethany member a \$200 Deposit will also be required. This payment will be refunded after the facility has been inspected and no damage has occurred. Be aware that users are responsible for any and all costs incurred resulting from damage to the facilities during the user event, including those that may exceed the Deposit. Failure to vacate the building at the appropriate time will result in forfeiture of the User's Deposit as well. Damages or other problems are to be reported to Bethany Lutheran immediately.

## **Fee & Deposit Adjustments**

Bethany Lutheran Church may, at its discretion, reduce, modify or waive the fees and deposit set forth in the Facilities Fee Schedule.

## **Hold Harmless**

Bethany, its officers and employees shall not be liable for any loss, damage, injury or death to persons or their property as a result of the use of Bethany Lutheran Church's facilities. Persons and/or organizations using the building and grounds hereby agree to indemnify, defend and hold harmless Bethany Lutheran Church, its officers, and its employees against and from any and all claims for loss, damage, injuries or any casualty whatsoever.

*Disclosures must be made to Bethany Lutheran Church regarding any situation or activity that would put Bethany or its members at risk.*

## **Liability Insurance**

All Users must obtain liability insurance with coverage of \$1 million liability and \$5,000 medical payments. A Certificate of Insurance must be provided showing Bethany Lutheran Church as an additional insured on the User's liability policy.

This liability insurance requirement does not preclude the group or liable person from what is stated in the "Hold Harmless" section found in this document.

At the discretion of the Church Representative the liability insurance requirement may be waived based on the activity of the rental request.

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## Cancellation

### By User:

A cancellation fee of \$50 will be applied for any cancellation by user within 30 days of the requested date.

**By Bethany:** In the event Bethany must cancel the agreement, User will be entitled to any deposit and fees User has paid. However, in no event will Bethany be liable to User for any lost profits or incidental, indirect, special or consequential damages arising out of the User's inability to use facility and/or grounds, even if Bethany has been advised of the possibility of such damages.

### Due to Weather:

In general Bethany Lutheran Church will cancel activities due to inclement weather when Elkhorn Public Schools cancel. In case of inclement weather, please check the local news stations and the Bethany website for the most recent cancellations. When Bethany is closed and activities cancelled that includes outside groups as well. Cancellation due to weather will be refunded.

## Room Setup / Teardown / Cleanup

A room setup and teardown fee is charged for the Activity Center, Gathering Place and Fellowship Hall. If preferred the User may setup and teardown in these rooms themselves.

All areas of the building shall be returned to the same condition the user groups found them in at the beginning of the activity. Trash must be placed in a proper receptacle. All lights must be turned off and all doors and windows must be closed and locked. All areas inside and outside the Facilities, including parking areas, must be restored to their original condition. Any leftover food and beverages must be removed from the premises at the conclusion of the event.

An additional charge may be assessed to the "applicant representative" or deducted from the Deposit if extraordinary cleanup or maintenance is required.

## Building Hours

Bethany Lutheran will be available for activities for the general community on most evenings. Generally, Wednesdays are unavailable for outside activities during the school year. Please call to check for possible availability on Wednesdays. Church related activities may necessitate refusal of a request to utilize a room or area. No activities, other than church sponsored activities, may take place in the building after 9:00 PM. Locking of the building occurs at that time and all areas must be vacated.

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## Advertising

All advertisements of activities and events held at Bethany shall not imply any sponsorship by Bethany for those activities and must be approved by our Director of Media & Communication. The Users shall be required to provide, in advance, a copy of any and all advertising before it is published. Any posters or notices or displays for your event may not be posted to walls within the facility. Approval of an event at Bethany does not imply nor guarantee publicity of the event or organization within Bethany publications or website. Bethany reserves the right to monitor and limit posted information.

## Lost and Found

Bethany Lutheran will not be responsible for personal property that is lost, damaged, stolen or destroyed. If you happen to find personal belongings that have been lost by another person, please turn them into the church office.

## Restrictions

**Use is limited** to the requested room(s) and individuals are not permitted in any other part of the Bethany Lutheran Church facility.

**Supervision** must be provided at all times by responsible adults appropriate in number for the size of the audience in attendance. Persons under the age of 21 shall not be permitted in the building without adequate supervision by adults. No other uses or use of rooms shall be permitted other than those listed in the application and for the number of attendees listed thereon.

**User must not use the premises for any unlawful purposes**, and will obey all laws, rules and regulations of all governmental authorities while using the facility and campus.

**No weapons, firearms, or fireworks** or open fires are allowed in or around the church building, parking lot or green spaces.

**Smoking, alcohol and controlled substances** are strictly prohibited on the Bethany campus including the parking lot. It is the responsibility of the applicant to inform all those using the facility of these policies.

**Parking** shall be at the risk of the employees, members and visitors and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Bethany will not be responsible for personal property left in vehicles that is lost, damaged, stolen or destroyed.

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**The use of decorations is** permitted with the following restrictions:

- No tacks, nails, tape, hot glue, command strips or other material that will deface Church property shall be used.
- Nothing can be hung from or attached to the ceiling.
- Church artwork is not to be removed or covered.
- Balloons can be used as decorations. If they float to the ceiling and cannot be retrieved, they will be considered a loss at the expense of the User.
- With advanced discussion and approval from the Church Representative, use of painter's tape may be used to display decorations.
- The use of flame candles is not permitted in any part of the Facilities without prior approval of the Church Representative. Flame candles are allowed only on the altar in the Worship Center for special events. Those special events to be determined by the Church Representative.
- Decorations, such as streamers, shall not be attached to walls, pews, or ceilings in a manner that will leave permanent marks.
- No use of bird seed, rice, confetti, glitter or other small materials similar to those listed, shall be permitted anywhere on the church property for any event. Bubbles may be used but for outdoor use only.
- Removal of all decorations is the responsibility of the User. If it becomes necessary for the Church to remove decorations, the User will be charged a cleanup fee to be determined by the Church Representative.
- All decorations, including flowers, shall be removed immediately following the scheduled event.
- Trash must be picked up and placed in the outside dumpster.

**Use of nuts or nuts in food items** is prohibited within the building. Because of extensive allergies to peanuts and other “nut” products, Bethany strives to be a “nut free” facility.

**Food and drinks** may be served only at events hosted in the Fellowship Hall or the Activity Center. Food and drinks are to be served and consumed only in tile or linoleum areas of the building.

**Tables and chairs** are not permitted outside of Bethany's building except for church sponsored activities.

**Audio video equipment** or materials which are property of Bethany Lutheran Church are not included in the use of the church. Non church-related groups must provide their own AV equipment or request the use of Bethany audio video equipment for their event. Use of Bethany audio video equipment will require the services of a Bethany audio video technician for an additional fee. Use of any Bethany's office equipment or computers is prohibited.

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## **Activity Center Usage for Athletic Events**

Good sportsmanship is the expectation at all times.

Rubber soled shoes must be worn on the gym surfaces.

It is an expectation of coaches to be polite to other users of the facility.

Use is limited to the Activity Center and individuals are not permitted in any other part of the Bethany Lutheran Church facility.

There are restrooms in the Activity Center for use by participants and guests.

While waiting in the lobby participants should be mindful and considerate of others using the adjoining meeting rooms. This includes bouncing of balls and loud talking.

Additional use or extended time of the Activity Center is not at the coaches' discretion and must be scheduled with the Church Representative.

User must ensure that a responsible supervising adult at least 21 years of age is present in the Facility at all times.

All children not participating must have an adult accompany them.

If parents attend practice they may use the chairs in the activity center but chairs should be returned to their place after use.

Drop-off and unloading at the curb are permissible. Long-term parking of vehicles needs to be in the Bethany parking lots.

Entry to the facility prior to 6 p.m. is via the East Entrance only.

The West Entrance doors are locked until 6 p.m. for the safety of the Bethany First Steps preschool and child care center.

- Please do not prop the West Entrance doors open
- Participants and coaches should refrain from striking the door or the windows by the doors to attract attention to be allowed into the facility. This is disruptive to the children and staff of First Steps child care.
- The child care staff is unable to leave the children to open the doors for participants.

If the User wishes to allow entrance via the West Entrance prior to 6 p.m. they must provide a responsible adult (not youth) to allow participants to enter.

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Basic clean-up, picking up the trash and otherwise leaving the Facilities in the same condition as found at the beginning of the event. Make sure all lights are shut off and doors closed when leaving after practice.

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