

# Aboite Lutheran Church

10312 Aboite Center Road  
Fort Wayne, IN 46804

## Facility-Use Policy

### A. Sanctuary

1. No public or non-affiliated use, except for weddings approved by the Pastor.
2. Use of the Sanctuary for lay-led religious events is available for members. Use of the Sound & AV board requires the consent of the Administrative Director and a Sound & AV Tech volunteer. It is the responsibility of the lay leader to contact our AV & Sound Coordinators. Should a Sound & AV Tech not be available, use of the Sound & AV board will be prohibited.

### B. Classrooms

1. Use of classrooms 1-3 is available to members for non-religious use at a charge of \$25 hour and must be approved by the Administrative Director
2. Use of classrooms 1-3 is available to non-member groups that have some benevolent service to provide (support groups, boy scouts, etc.). They will be charged a nominal fee based on the following chart:

Non-Profit Group	Up to 25 people, less than 6 weeks	Free
Non-Profit Group	Up to 25 people, more than 6 weeks	\$75 – one time fee
For-Profit Group	Up to 25 people, less than 6 weeks	\$15 per use
For-Profit Group	Up to 25 people, more than 6 weeks	\$20 per use

Scheduling for such groups must go through the Administrative Director. Group will be responsible for set-up and tear down and clean up after the event (leaving the building as was found).

## C. Volleyball/Basketball Courts

1. No public or non-affiliated use.
2. Members can use court at no charge, must be scheduled through Admin Director (some rules apply):
  - No vulgar language or acts on the court (by any member participating).
  - Modest dress required.
  - No trash is to be left on the premises after use.
  - If using church bathrooms (must be reserved in advance) no dirt or mud is to be tracked in and shirt and shoes are required.

Church reserves the right to terminate free usage of courts at any time.

## D. Tables & Chairs

1. Tables and chairs may be rented by any church member at a rate of \$5.00 per table and \$0.50 a chair per day. All tables and chairs must be signed out and in through the church office.
2. All fees are to be paid BEFORE usage.

## E. General Rules & Guidelines

1. Damage to any facility and/or equipment that goes beyond general usage or “wear and tear” will be the responsibility of that group. Any replacement cost or fee will be determined by the Property Council Representative.
2. All other requests for facility or equipment usage not covered by this document should be directed to the Administrative Director or Church Office.
3. We consider the church to be God’s building to be used for the work of His Kingdom. The reason for these guidelines is not to limit or hinder their usage, but to protect our investment from irresponsible misuse and/or abuse. The above guidelines are a modest effort toward that end.

# Aboite Lutheran Church

10312 Aboite Center Road  
Fort Wayne, IN 46804

## User Agreement

Sanctuary  
 Classrooms 1-3  
 Volleyball/Basketball  
 Tables (How Many \_\_\_\_\_)  
 Chairs (How Many \_\_\_\_\_)

### **Fees for Member Usage**

Usage for ministry purposes by lay members, scheduled and approved by the Administrative Director, is free.

Usage by members for personal use is subject to our \$25 hour janitorial fee. Usage by members for non-ministry benevolent service purposes (girl scouts, teams, etc.) during regular office hours (9-4 pm) is free. Otherwise there is a \$50 one-time fee.

**TOTAL MEMBER FEE OWED: \$ \_\_\_\_\_**

### **Fees for Table(s) and/or Chair(s) Rental**

Table(s) - \$5.00 each

Chair(s) - \$.50 each

**TOTAL CHAIR/TABLE FEE OWED: \$ \_\_\_\_\_**

### **Fees for Non-Member Usage**

Non-member groups affiliated with the church and promoted to the ALC congregation, approved by the Church Council, and scheduled by the Administrative Director will not be charged any usage fees (subject to any other contract created between such group and the church).

### **Non-Profit Groups**

Non-profit groups providing a benevolent service to the community (free or for a small fee) may be considered for facility usage. Such groups will pay fees according to the table below:

Non-Profit Group	Up to 25 people, less than 6 weeks, during regular office hours	Free
Non-Profit Group	Up to 25 people, more than 6 weeks, during regular office hours	\$75 – one time fee
Non-Profit Group	Not during regular office hours	Add \$50 one time fee

## For-Profit Groups

For-profit groups must be bonded and privately insured. Each participant should provide a signed ALC Liability Form. In case of accident, said group agrees to pay any and all professional fees. For-profit groups providing a benevolent service and using less than a majority of the building are subject to the following fees:

For-Profit Group	Up to 25 people, less than 6 weeks, during regular office hours	\$12.50 per use
For-Profit Group	Up to 25 people, more than 6 weeks, during regular office hours	\$15 per use
For-Profit Group	Not during regular office hours	Add \$15 per use

**TOTAL NON-MEMBER FEE OWED: \$ \_\_\_\_\_**

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Date of Usage:

Time of Usage: From \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

## THE CHURCH WILL NOT BE HELD RESPONSIBLE FOR PERSONAL INJURY OR LOSS

**(Please read carefully before signing)**

All equipment and facilities are used at user's risk. Conditions which prevent satisfactory operation of equipment or facilities do not relieve user of his/her responsibility for user fee. User assumes all responsibility for equipment while in possession, and promises to return such equipment in the manner in which the equipment was loaned out.

All equipment lost or damaged beyond repair will be paid for by the user at the regular replacement price and all damaged equipment which may need to be repaired. Such repairs shall be paid by the user.

\_\_\_\_\_  
*Signature of Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of ALC Representative*

\_\_\_\_\_  
*Date*

We consider the church to be God's building to be used for the work of His Kingdom. We realize, though, that use of the facility by non-religious groups can be a form of outreach and care. We therefore will make ourselves available to non-member groups that have some benevolent service to provide (support groups, boy scouts, etc.) at a nominal charge, provided their building use does not conflict with staff events. They will be responsible for set-up and tear down and clean up after the event (leaving the building as was found).

We will assume the responsibility of physical set-up and tear down of non-staff led initiatives that are promoted in worship services and specially targeted to our congregation. Use of the Sound & AV board requires the consent of the Administrative Director and a Sound & AV Tech volunteer. It is the responsibility of the non-staff director to contact our AV & Sound Coordinators. Should a Sound & AV Tech not be available, then use of the Sound & AV board will be prohibited. Clean up for the event is required just as it would be for a staff person.

The church facilities may be available for congregational members personal use provided firstly that there is no conflict with staff events. The charge for such use is \$25/hour (maximum 4 hours). The fee covers having a staff person here for the time allotted for the event. The member using the facility is responsible for physical set-up and tear down, as well as clean up. Use of the Sanctuary is prohibited without the consent of the Administrative Director. Use of the Sound & AV board would require hiring a trained Sound/AV Tech for the night (\$100 flat fee for each).

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I, by my signature here, state my agreement with and cooperation to abide by the Building Use Policy of Aboite Lutheran Church. I understand that my organization will be charged the nominal fee of \_\_\_\_\_ for each usage.

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*Signature of Representative*

*Date*

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*Signature of ALC Representative*

*Date*