

Risen Christ Lutheran Church

46250 Ann Arbor Road
Plymouth, MI 48170
734.453.5252

Our Mission:

"We shall go in the power of the Holy Spirit making believers and followers of the Lord Jesus Christ, preparing everyone to grow in His likeness and sending them forth as witnesses and servants to the world."

REQUEST TO USE CHURCH PROPERTIES, FACILITIES & EQUIPMENT

***(Completed request and deposit must be returned to Church Office
14 days prior to event)***

- Church sponsored activity (no fees) Non-church sponsored activity
 Fund raising activity

Today's Date:

Requestor:

Name of Organization:

Requestor's Address:

City:

Zip:

Requestor's Phone Number: (Day) (Evening)

Email address:

Referred by:

Event Date:

Starting time of event: a.m. p.m.

Set up time: a.m. p.m.

Ending time of event: .

Person Responsible for set-up: Phone:

Person Responsible for clean-up: Phone:

Description of Event:

Number of attendees expected:

Facility(ies) requested:

- Sanctuary Classroom(s) Fellowship Hall
 Parking Lot Gym Kitchen Nursery
 Other

Kitchen equipment requested:

- Stove/oven Freezer Refrigerator(s)
 Tables # requested Chairs # requested
 Other

Other equipment requested:

AVL (audio, visual, lighting in Sanctuary)

Other equipment requested

A twenty-five (25%) deposit must accompany this request.
Please make checks payable to: *Risen Christ Lutheran Church*

I _____, the undersigned, have read and understand the guidelines governing the use of church facilities and equipment and agree to pay for any damages to property, facilities and/or equipment due to misuse or negligence. Further, I agree that the conduct of the people participating in this activity shall be in accordance with the "Guidelines for use of Risen Christ Lutheran Church Properties, Facilities, and Equipment.

Risen Christ reserves the right to pass through to the event sponsor all extraordinary costs incurred by Risen Christ in connection with the event, including but not limited to extra salting or snow plowing.

SIGNED: _____

DATE: _____

THIS SECTION TO BE COMPLETED BY CHURCH ONLY

Request reviewed by Church Council and/or Trustee(s) Yes No

Action: Accepted Declined

Signed: _____

Date: _____

GENERAL FEE SCHEDULE

(Fees do not apply to Church sponsored events)

Area	Member Hourly	Member Daily	Non-member Hourly	Non-member Max/Day	Notes	Reserve	hrs	Total Fee
Sanctuary (non-wedding)	55.00	175.00	95.00	675.00	Custodian fee included			
Fellowship Hall	50.00	175.00	70.00	275.00	Custodian fee included			
Gym	Donation	Donation	40.00	225.00	Custodian fee included			
Sanctuary & Fellowship Hall	80.00	250.00	140.00	800.00	Custodian fee included			
Gym & Fellowship Hall	50.00	225.00	85.00	375.00	Custodian fee included			
Conference Room (Adult Ed Room)	Donation	Donation	30.00	95.00	Custodian fee included			
Lounge (HS Youth Room)	Donation	Donation	\$40.00	\$150.00	Custodian fee included			
Kitchen	N/C	N/C	N/C	N/C				
AVL	N/C	N/C	N/C	N/C				
Sound Booth Tech	15.00	70.00	30.00	135.00				
Custodian/Staff on site	\$14/hr	\$14/hr	\$14/hr	\$14/hr	Included Unless extraordinary			
Total								

A 10% discount applies to anyone who requires 3 or more categories above.

WEDDING RENTAL FEE SCHEDULE

(Outside churches using the Sanctuary)

Note: Wedding rentals are separate from other Facility Rentals and are set up by Pat Dierks

Use of Sanctuary	\$500.00 plus Custodian fees
Custodian/Staff on site for extra services	\$14.00/hour
Wedding Coordinator <i>(if needed)</i>	\$100.00
Organist/Keyboardist <i>(provided by Risen Christ)</i>	\$120.00
Sound Person	\$45.00
White silk flower pew bows <i>(if requested)</i>	\$35.00
White silk altar flower arrangements <i>(if requested)</i>	No Charge
Deposit	\$200.00

GUIDELINES FOR USE OF RISEN CHRIST LUTHERAN CHURCH PROPERTIES, FACILITIES, AND EQUIPMENT

The principle use of the properties, facilities and equipment of Risen Christ Lutheran Church is for the advancement of our ministries. To accommodate the individual needs of our membership and organizations/groups whose goals are consistent with the mission and ministry of Risen Christ, requests for facility use are considered if deemed appropriate. In addition to the guidelines listed below, it is expected that all activities will be conducted in an orderly, Christian manner.

Approval and Cancellation

1. All applications for the use of the building/facilities must have prior approval from the Church Council or Board of Trustees
2. Any exceptions to these policies must have the prior approval of the Church Council or Board of Trustees
3. Requests for the use of Church facilities and/or equipment must be made at least two weeks in advance to allow sufficient time for Church Council and/or Trustee review.
4. A deposit of twenty-five (25%) percent must accompany this request form. The fee is intended to cover the costs associated with expected need for custodial and maintenance services. Custodial services are required in conjunction with activities in order to ensure proper clean-up of facility and equipment. Custodians will be furnished by the Church.
5. If written notice of cancellation is received in the church office less than two (2) weeks prior to scheduled event, all payments received by the church will be refunded, less any expenses incurred by the church in connection with preparation of the event.

Behavior on Church Premises

1. The sponsor, the sponsoring organization and all officers, directors, employees and members of such organization, and all participants in the scheduled event will be responsible for ensuring that all individuals attending the event maintain appropriate behavior at all times.
2. The activity and/or event shall be of a nature suitable for presentation in a church or related facility.
3. The activity and/or event must be lawful and in conformity with the regulations of state and federal laws and community of Plymouth.
4. Outside caterers must comply with the Plymouth Fire Laws and Regulations and also church rules and regulations.
5. No alcoholic beverages are permitted on Church property. Smoking is not permitted in the church or other facilities. No games of chance or illegal substances will be allowed on the premises at any time.
6. Soft sole shoes or socks must be worn in gym

7. All activities must be confined to the rooms(s) being rented and the designated restrooms. Children are assumed to be a part of the activity and are to be confined to the assigned room(s).
8. The activity and/or event must be terminated and the facility returned to order by 12 p.m.

Church Properties

1. The Sponsor, the sponsoring organization and all officers, directors, employees and members of such organization will have the financial responsibility for any theft or damages due to their use of the premises.
2. All facilities and/or equipment used must be maintained and in the same condition at the completion of the event. The requestor/group (sponsor) is responsible for any property damage caused by the group and/or activity.
3. Church property shall not be removed from the premises.
4. Groups wanting to use the Church's equipment are asked to arrange for its use in advance. Additional equipment needs are the responsibility of the requestor (sponsor). Groups must provide their own paper products (cups, plates, tablecloths, napkins) silverware or plastic eating utensils, coffee. Equipment will be supplied (i.e. coffee pots). Set up is the requestor's responsibility.
5. No tape, staples, glue or any adhesive materials will be used to decorate the facilities without permission from the Board of Trustees.
6. Nothing on the premises may be removed, changed or revised without specific approval from the Board of Trustees. Walls in Fellowship Hall must not be moved or taken down.
7. The organ or keyboard shall be used only by the church organist, unless special permission is granted by the Director of Music.
8. The AVL booth shall only be operated by someone approved by the AVL Director.
9. At the conclusion of all activities, the requestor/group (sponsor) is required to ensure:
 - All windows are closed and locked
 - All entry/exit doors are closed and locked
 - Trash resulting from the activity must be bagged
 - Leave the facility(ies) as they were found
10. No vehicles are to be left in the Church parking lot overnight. Vehicles left in the lot may be towed away at the owner's expense
11. The Board of Trustees will assign a custodian or staff person to open and close the facilities.

Insurance

1. Risen Christ assumes no responsibility, financial or otherwise, for accidents, injuries, or losses sustained by individuals while using the facilities.
2. Insurance, prior to use, will be required for the following rentals:

- Events open to the public will require a Certificate of Liability Insurance in the amount of one million dollars (\$1,000,000), with Risen Christ Lutheran Church named as “Additional Insured” from set-up to take down.
- Rentals for the purpose of providing instruction to the public will require a Certificate of Liability Insurance in the amount of one million dollars (1,000,000), with Risen Christ Lutheran Church named as “Additional Insured” from set-up to take down.

Priorities

1. The church office should be contacted to determine if the church and/or facilities are available for the requested dates and times.
2. The following priorities apply only if conflicts arise. The Chairman of the Board of Trustees will act as arbitrator, if necessary (his decision will be deemed final).
 - Risen Christ organizations or committees
 - Risen Christ member’s social functions
 - Sister congregation social functions
 - Non-member social function
 - Outside organization social functions

(Revised May 2011)