

**NOTE: This is for one time or occasional use of church property. If more substantial rental of property is contemplated, a complete rental agreement should be signed by both parties.**

## **Congregation Property Use Resources**

**Adopted by Congregation Council, August 13<sup>th</sup>, 2019**

Renner Lutheran Church's (congregation) primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has several longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you. These forms are only to be used for occasional use such as a once only use or for a few hours one day each week or month.

Building use activities fall under the jurisdiction of the Board of Trustees. Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed through the church office. Local organizations and individuals for one-time or short-term usage also may use the church building. When possible, we will attempt to make our facility available for such groups. Our first priority is to congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by church and finally to other nonprofit organizations.

Approval for the use of the grounds and/or facilities of congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the ELCA.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Property Use Agreement Form including Release

## **STEPS TO FACILITY USE SCHEDULING**

1. Obtain and complete a Property Use Agreement from the church office or at our website: <http://rennerlutheran.com/>
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the church office or email agreement to [info@rennerlutheran.com](mailto:info@rennerlutheran.com) and you will be notified whether it is approved or not approved.

## **FEES FOR FACILITY USAGE (MEMBERS)**

The congregation does not charge a fee for the use of our facilities by members. Donations to cover cost of utilities and cleaning are appreciated but not required.

## **FEES FOR FACILITY USAGE (NON-MEMBERS)**

\$50 for non-members use of the church building per event day. This does not include weddings which are covered under a separate policy.

## **RULES AND REGULATIONS**

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church properties such as chairs, tables, tablecloths, etc may be used when using the facility under the rules herein.
2. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
3. **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster behind the church. Church supplies are not to be used except by church sponsored activities.
4. **PIANO, ORGAN AND OTHER MUSICAL INSTRUMENTS.** Permission to use the piano, organ and/or musical instruments owned by the church must be granted by the Pastor and Congregation Council. Piano and/or organ should not be moved.
5. **SANCTUARY SOUND SYSTEM.** The Sanctuary sound system is available for use upon request. The system must be operated by trained members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.
6. **NO SMOKING and NO ALCOHOL USE ALLOWED.** 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.
7. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.

**8. NO GAMES OF CHANCE.** Gambling or bingo on the church premises is strictly prohibited.

**9. SUPERVISION OF CHILDREN AND YOUTH.** The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults should be present at all times during any program or event involving children.
- Adult supervision is required at all times both inside and outside of the church property including parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

**10. FOOD AND DRINK.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.

**11. DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

**12. EMERGENCY SCHEDULING CONFLICTS.** The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

**13. STORAGE.** Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

**14. BREAKAGE.** 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 person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

**15. SECURITY.** The congregation 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 congregation is not responsible for theft or damage to personal property.

16. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council's directions or forfeit the use of any part of the facility **immediately**.

**Renner Lutheran Church**  
**47474 258<sup>th</sup> Street**  
**Renner, SD**  
**57005**  
**(605) 338-7120**  
**info@rennerlutheran.com**

**PROPERTY USE AGREEMENT and RELEASE FORM for  
Renner Lutheran Church**

Name of Person and/or Organization:

Address:

Phone Number:

Email:

Organization's Purpose (If Applicable)

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Frequency: \_\_\_ One Time Only \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Other

Which day of the week:

\_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

**General Information**

Describe *IN DETAIL* the type of event you will be bringing to our facility, including number of participants.

---

---

---

Will tickets be sold, or admission charged for your event? If yes, what will be the ticket prices or the admission fee?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, how will the net proceeds of this event be used?

---

Is your group a Nonprofit 501(c)(3) organization?

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Nonprofit Tax ID Number: \_\_\_\_\_

**Rooms Requested:**

- Fellowship Hall
- Kitchen
- Children's Classroom
- Adult Classroom
- Sound and/or Video System
- Other (list: \_\_\_\_\_)

Anticipated Number of Participants: \_\_\_\_\_

Will food or drink be consumed?  Yes  No

Special Needs or Requests:

---

---

**Equipment Needs:**

- |  |   |
|--|---|
| <input type="checkbox"/> Large Screen                | <input type="checkbox"/> Round Tables: # _____        |
| <input type="checkbox"/> Overhead Projector          | <input type="checkbox"/> Chairs: # _____              |
| <input type="checkbox"/> LCD Projector               | <input type="checkbox"/> 8 Foot Tables: # _____       |
| <input type="checkbox"/> Flip Chart and Markers      | <input type="checkbox"/> Food Serving Tables: # _____ |
| <input type="checkbox"/> Reception Table at Entrance | <input type="checkbox"/> Other: _____                 |
| <input type="checkbox"/> Microphone and Lectern      |   |

**Release and Indemnity Agreement**

This Release and Indemnity Agreement is between \_\_\_\_\_  
(organization or individual) and Renner Lutheran Church (for use of the property  
describe above for meetings and other activities.)

NOW, THEREFORE, in consideration of Renner Lutheran Church permitting the  
organization or individual(s) to use the property described herein, the organization or  
individual(s) agree(s) as follows:

- 1. Organization or individual(s) hereby indemnify, hold harmless, releases, and  
discharges Renner Lutheran Church and its administrator, directors, agents,  
officers, members, volunteers, and/or employees, from any and all liability,  
claims, demands, losses or damages arising out of the use of the property.

**ACCEPTANCE OF RESPONSIBILITY**

I/We 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 which may occur as a result of this activity. I/We will remove  
all signs posted by my/our group after the meeting has ended. I/We further agree  
that the church property will be used in accordance with the Rules and Regulations  
of the congregation (a copy Property Use Resources including the Rules has been  
received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Congregation**

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Request Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_