



Grace Lutheran Church

steadfast love – inclusive belonging – living hope

5800 Canal Blvd.
New Orleans, LA 70124
gracenola.org

Facility Usage Guidelines

Contact Information

Council Secretary Priscilla Babin

Email: secretary@gracenola.org Phone: (504) 330-3541, please text or call

Active Church Members – Initials: _____

Active church members are those who actively participate in the worship life and financial support of Grace by **attending worship and making an offering of record of at least \$1 in the last year**. The Congregational President and/or Pastor are charged with making the decision of whether a member qualifies as an active church member. Active church members are invited to give a free will offering for use of Grace facilities. Do not combine this offering with your regular offering. We need separate checks to help us with our accounting. Write "building usage" in memo line.

Reserving the Space/Making Payment – Initials: _____

- Our space is available by reservation on a first come, first served basis.
- **Deposits, Total Event Fees, and/or Free Will Offering must be made by check or through our online giving with "building usage" in the memo line.**
- A reservation is considered complete when the Usage Agreement and deposit have been received by the Executive Team. If submitted by mail you will receive a confirmation message upon receipt.
- The Total Event Fee is due at least two weeks prior to the event date.
- After you make your reservation, a member of the Executive Team will contact you to go over details. You can expect to be contacted at least one week prior to your event date.
- If it is determined that the user met all the requirements for the deposit to be returned, then you may receive your deposit back. You can expect to be contacted about a week after your event concerning your deposit. You can pick up your voided deposit in the office, request that we shred your voided deposit, or donate your deposit to Grace.
- **Recurring Event Agreements will be renewed on an annual basis and are subject to increases in rate.**

Cancellation Policy – Initials: _____

If you need to cancel your event, contact secretary@gracenola.org. An event is considered cancelled when you receive written or verbal confirmation from a member of the Executive Team that they have received and are confirming your cancellation.

- When full payment is not made by two weeks prior to the event the event will be cancelled, and the deposit will not be refunded.

Alcohol, Smoking, Vaping, and Drug Policy – Initials: _____

- State law, fire, and insurance regulations prohibit smoking inside any part of the building.
- Vaping is not permitted inside any part of the building.
- The presence of illegal drugs of any kind in the building or on the property is prohibited.
- Excessive drinking resulting in disorderly conduct is prohibited.
- Underage drinking of alcoholic beverages is prohibited.

Violation of any of the above guidelines will result in your deposit not being refunded.

Sickness – Initials: _____

- Please be respectful of the health of the people attending events and our Grace members using the facility. If you have contagious symptoms, please mask or stay home.

Damages – Initials: _____

- The individuals using the facility are liable for all damages to the premises, or to any third parties, caused by the occupancy and use of the premises, and for any inappropriate conduct. Inappropriate conduct shall result in removal from the premises.
- Any and all individuals using the facility accept responsibility for any bodily injury or property damage sustained on the premises. Users agree to waive, release and discharge Grace Lutheran Church and/or its pastor, staff, council members or congregation members from any and all liability for personal injuries, property damage, theft or actions of any kind which arise from the occupancy and use of the premises.
- Users further agree not to sue and to indemnify, hold harmless and defend any and all parties mentioned in the previous paragraph from any and all liabilities and claims arising out of the occupancy and use of the premises.
- **When there are damages and/or excessive mess left after an event, the deposit is not refunded. Damages and excessive mess are determined at the discretion of the Executive Team**
- Damages must be reported to the Executive Team within 24 hours of the Clean-up End Time.

Holidays – Initials: _____

- Only Active Church Members may use the facility on holidays.

Facility Use Guidelines – Initials: _____

- Decorations may **not** be nailed, stapled, or pasted on any furniture belonging to Grace. If attaching decorations to the walls, use command hooks or painter's tape.
- Candles are permitted only in safe containers. No candles are permitted in the restrooms.
- All tables must be covered and should never be dragged on the floor, pick them up to move.
- **External doors should be shut as much as possible for heating and cooling purposes.**
- **Do not change the thermostat controls. They are preset before your arrival.**
- Those using the building are to stay in the portion of the building for which the agreement is signed and are responsible for keeping all attendees from wandering about the church building.
- Children are to be supervised at all times. Children are not permitted to run inside the sanctuary.
- **No event entry times prior to 8am, including set-up time.**
- **No event exit times later than 10pm, including clean-up time.**
- **If you add 30 minutes or more to your contracted event time you will not receive your deposit back.**
- If the police arrive at the facility for any reason, you must end your event immediately and vacate the premises. If you are forced to end your event, you will not receive a refund.

Violation of any of the above guidelines may result in your deposit not being refunded.

Clean-up Procedure – Initials: _____

Those using Grace facilities are responsible for clean-up after their event as described below:

- All decorations and other supplies must be removed at the end of the event.
- Facilities must be returned to condition you found them, including furniture that was out prior to arrival.
- Trash cans must be emptied at the end of the event. The dumpster and glass recycling bins are in the parking lot. Paper, cardboard, and plastics #1-2 recycling should be left in the indoor recycling bins.
- The kitchen(s) must be left how you found it. All dishes must be cleaned and put away.
- **All food must be removed at the end of the event. Do not leave food in the fridge or freezer. Do not leave food waste anywhere in the building!**
- Check bathrooms. Check that all faucets are turned off and that toilets have been flushed.
- Floors must be swept for large debris and spills must be cleaned.
- The individual requesting use of the facility will be responsible for covering the cost of repairing/replacing any damages that occur by misuse during the facility usage.
- **Check that lights are off and doors are locked when you leave.**

Signature: _____

Date: _____