



GATHER + GROW + GO!

uncomplicated worship-centric intergenerational engaged real

BUILDING USE POLICY

WestSide Lutheran Church welcomes the use of its facilities by WestSide members, friends of WestSide, and community groups and members for activities unrelated to activities of WestSide Lutheran. When WestSide is used in such capacity, it is being used as a community center.

A “Facility Reservation Contract” must be filled out to reserve a space. This contract is the last page of this document.

General Use of Church Facilities

1. WestSide Lutheran Church activities take priority over non-church activities. Once an activity is scheduled, every effort will be made to maintain that schedule. There may be times (i.e. for a funeral), when rescheduling a non-church activity is unavoidable.
2. Non-church activities that involve presentations or speakers who represent systems of belief that are outside the WestSide Lutheran Christian tradition must include the following disclaimer in promotional and event material: *The views, beliefs, and opinions of the presenter(s) and this event do not represent the views, beliefs, and opinions of WestSide Lutheran Church and its members.*
3. The building must be used for the purpose agreed upon.
4. The event must be confined to the agreed upon area(s) of the building.
5. The person making the reservation assumes full responsibility for the conduct of all persons attending the event.
6. The person making the reservation is also responsible for any damage that happens at the event.
7. All users have a responsibility to be good stewards of the space, conserving water and electricity by closing doors, turning off lights, etc.
8. WestSide is a tobacco and alcohol free building and property; no alcohol use or smoking is permitted.
9. Spaces must be returned to the state in which they were found. This includes moving furniture back to its original setting and cleaning up (vacuuming, picking up garbage, wiping down tables, etc.) as necessary.
10. Posters, visual displays, etc. may not be affixed to walls (no tape, tacks, screws, hooks, or nails.)
11. WestSide will not be responsible for any lost or damaged items belonging to any individual or group using the facilities.
12. See the Fundraising, Sale, and Donation Policy for information and prior approval of activities involving fundraising, sales, or donations.

Kitchen Use

1. If using the kitchen, users are welcome to use any equipment in the kitchen, including non-disposable plates and silverware.
2. Paper products, coffee, and other food and drink items in the kitchen are NOT for use.

3. Groups may use salt and pepper shakers and the dry coffee condiments (sugar and sugar substitutes, powder creamer). Cost for these items is included in the fee.
4. Clean up and returning the space as found is expected. Towels and dishrags are provided; used towels and dishrags should be left in a pile on the counter. Refer to the kitchen manual for further instructions on clean-up in the kitchen.
5. Left-over food is not to be left in the refrigerators or freezers.

Sanctuary Use

1. Furniture may be moved in this space, but only with pre-approval.
2. The piano may NOT be moved.
3. Sound and projection needs are available for an extra fee and only if a WestSide AV operator is available.
4. See the WestSide Wedding Policies for information on weddings.

Fees

A deposit of \$50 will be required for any event scheduled at WestSide. The deposit will be returned after the event when it is determined no damage has been done.

Fee schedule:

| FEES: up to 4 hrs/8 hrs | Member | Non-Profit Organization | NonMember or For Profit Organization |
|-------------------------|---------------|-------------------------|--------------------------------------|
| Fellowship Hall: | Free | \$50/\$100 | \$100/\$200 |
| Kitchen | \$25/\$50 | \$75/\$150 | \$150/\$300 |
| Sanctuary w/o AV | \$50/\$100 | \$100/\$200 | \$200/\$400 |
| Sanctuary w/AV | \$100/\$200 | \$150/\$250 | \$275/\$475 |
| AV Operator | \$25 per hour | \$25 per hour | \$25 per hour |

Westside Lutheran Church
 3901 Oklahoma Ave
 Sioux Falls, SD 57107
 605-271-0330
Facility Reservation Contract

Name of Organization/Individual _____

Contact Person _____

Address _____

Contact Phone Number _____ Email address _____

Description of Event/Activity _____

Room Reserved _____ Fellowship Area _____ Kitchen _____ Sanctuary _____ Other _____

Purpose of Event _____ Anticipated Attendance _____

Event Date _____ Event Time _____

Other needs (AV equipment, etc.) _____

The Organization/Individual accepts full responsibility for any damages incurred during the use of the space and equipment utilized including the bathroom facilities. The person responsible must keep their group retained within the reserved area and provide supervision during the entire duration of the event; ensuring rules for use of the facility and equipment are followed. Before leaving the facility the person responsible makes sure lights are turned off, the facility is returned to pre-event condition and that the facility is locked.

I have read the Building Use Policy; and, together with all the members of the group I represent do agree to adhere to the policies, guidelines and procedures set forth in it. I will include the following disclaimer on any promotional materials and information, including that provided via social media:

The views, beliefs, and opinions of the presenter(s) and this event do not represent the views, beliefs, and opinions of WestSide Lutheran Church and its members.

SIGNED _____ Date _____

This contract will be approved by the Church Council.

SIGNED _____ Date _____

(For Westside Lutheran Church)