

# Faith Lutheran Church Facility Usage Agreement Form

Faith Lutheran Church is pleased to offer the use of its facilities. The following guidelines have been established to ensure the well-being of the building and those who use it. Faith Lutheran Church makes its facilities available to church groups, as well as community, civic, and service groups outside our congregation. The facilities are not available for activities conducted for the purpose of personal profit or political activities. Faith Lutheran Church pastoral staff and/or council reserve the right to make full determination as to whether a group or individual may use the facilities. Any decision must align with the approved FLC Constitution. The church council has the authority to amend or waive certain aspects of these procedures if it is deemed appropriate.

## Facility Usage Procedures and Guidelines

- A Facility Use Agreement form must be filled out and returned to Faith Lutheran staff in order to fully reserve your requested event time.
- Any use of sound equipment must be approved by the staff and operated ONLY by a Faith Sound Technician.
- Direct permission by staff is required for the use of the following
  1. Youth room/youth room equipment
  2. The sanctuary
  3. Access to the patio and grilling facilities
  4. Access the kitchen
  5. Nursery/Classrooms
- If used- The kitchen must be left clean, with all items returned to their proper places.
- Faith Lutheran reserves the right to rescind or resign the reserved space should it be needed for a church event.
- Smoking of any kind is not allowed anywhere on Faith property
- Alcoholic Beverages of any kind are not allowed anywhere on Faith property- this excludes Holy Communion.
- No pets other than service dogs may be anywhere on church property.
- The security system will be accessed only by authorized Faith personnel as approved by council. SECURITY CODES ARE PRIVATE AND SHOULD NEVER BE GIVEN TO OTHERS.
- Children must be supervised at all times and in all areas of church property. Children and infants must never be left alone in the church nursery. Faith Lutheran expects anyone using our facilities to ensure children's safety while on the property. Please talk to a member of staff for advice on how to best ensure that.
- The church building must be treated with respect and left in a clean and orderly condition.
- If an event is canceled, the church office must be notified no later than 24 hours prior to the event.
- Damages to the property will be repaired or replaced at User's expense.
- Payment in advance or a deposit may be required at the discretion of Faith staff.
- Any party using these facilities will be responsible for- and will hold Faith Lutheran harmless from- any and all safety violations, damages, and other actions in violation of local, state, and federal statutes/laws.

I have read and agree to abide by the above policies:

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

Organization (if applicable) \_\_\_\_\_

Faith Lutheran Church  
Event Information Form

Name of Event \_\_\_\_\_

Event Type \_\_\_\_\_ Approx # of Guests \_\_\_\_\_

Date on Event \_\_\_\_\_ Time of Event \_\_\_\_\_ Public/Private?

Set up time \_\_\_\_\_ End time (event is cleaned up, room is clear) \_\_\_\_\_

Name of Host \_\_\_\_\_ Member/Non-Member?

Organization (if applicable) \_\_\_\_\_

Host's contact information:

Phone \_\_\_\_\_ Email \_\_\_\_\_

Secondary contact information:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Additional notes \_\_\_\_\_

Area's requesting to use (circle all that apply):

Sanctuary    Narthex    Fellowship Hall    Coffee Counter    Kitchen    Other \_\_\_\_\_

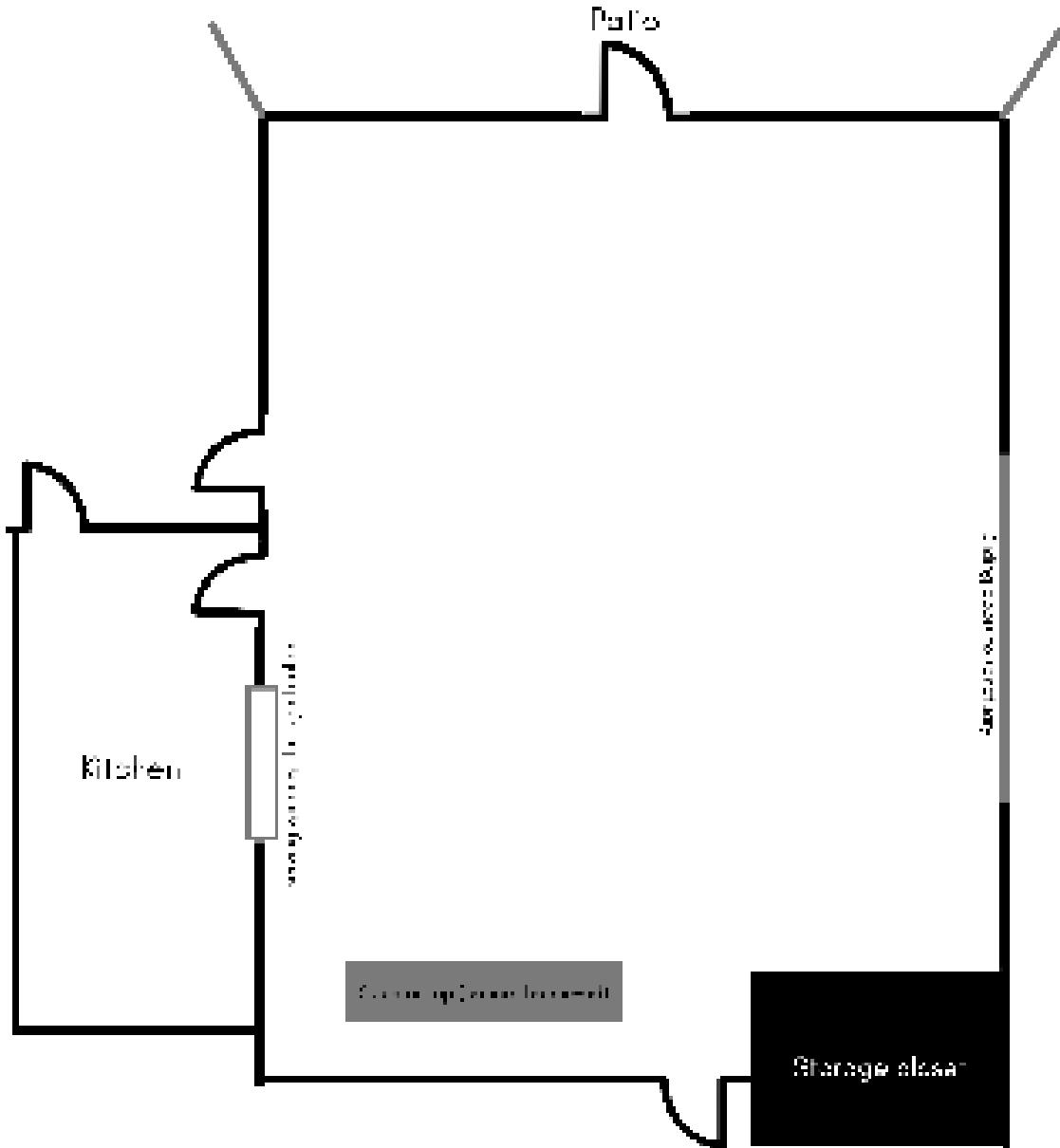
	Fees
Use of Sanctuary	_____
Use of Fellowship Hall	_____
Use of Kitchen	_____
Use of other rooms (Specify _____)	_____
Pastoral Services	_____
Organist/Pianist	_____
Soloist	_____
Event Coordinator	_____
Sound Technician	_____
Catering & kitchen Services	_____
Special Set-Up Fee (Specify _____)	_____
Additional Fees (Specify _____)	_____
<b>Total Due:</b>	_____

Payment Received On \_\_\_\_\_ Check # \_\_\_\_\_

Signature of Church Representative \_\_\_\_\_ Date \_\_\_\_\_

Fellowship Hall (Capacity 194)

Event \_\_\_\_\_ Event Date \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_ Need room set up by \_\_\_\_\_



6' Long Table



5' Round Table

14 rectangle tables (8 foot) are available  
 -8 chairs fit comfortably at each table  
 20 round tables (5 foot) are available  
 -6 chairs fit comfortably at each table

Desired Room Set Up

Notes

\_\_\_\_ # Rectangle tables w/ \_\_\_\_ # chairs at each table

\_\_\_\_ # Round tables w/ \_\_\_\_ # chairs at each table

---



---



---



---

Faith Lutheran Church  
Contact Information

Church Address  
1300 Ferguson Drive  
Great Falls, MT 59404

Pastor  
Mark Neumann  
(406) 454-1309 x 1001  
pastormark@greatfalls.faiht

Office Hours  
Monday- Friday  
9:00am- 5:30pm

Receptionist  
Hannah Scheels  
(406) 454-1309 x 1000  
hannah@greatfalls.faiht

Office Phone Number  
(406) 454-1309

Email Address  
office@greatfalls.faiht

Appointments with our staff can be made by contacting the receptionist via phone or email

---

Faith Lutheran Church  
Facility Use Fees - Church Member Events

<u>SERVICE</u>	<u>FEE</u>
Use of Sanctuary.....	No Charge
Use of Fellowship Hall.....	No Charge
Use of Other Rooms.....	No Charge
Use of Kitchen.....	No Charge
Pastoral Services.....	No Charge
Organist/Pianist .....	\$125
Event Coordinator .....	\$125
Sound Technician.....	\$100
Catering & Kitchen Services .....	Determined at Consultation
Special Set-Up Fee (if necessary).....	Determined at Consultation

ALL FEES ARE SUBJECT TO CHANGE