



New Joy Lutheran Church
316 West 156th Street
Westfield, Indiana 46074

Facility Use Criteria

Criteria for the use of the Church facilities by Members of the Congregation, nonprofit organizations not related to the congregation and the general public.

At the discretion of the Pastor, the President of the congregation and the Chairman of the congregation's building and grounds committee, use of the congregation facility by members of the congregation and the general public may be granted provided the following criteria are met:

1. The requestor's purposes and activities help fulfill the stated mission; values and vision of New Joy Lutheran Church. These purposes shall be understood to include congregational member's meetings and celebrations. All requestors must disclose the purpose of the use at the time of request.
2. It is also understood that in the event of local natural catastrophes, that the facilities may be granted for use as a place of refuge and such use will be without charge.
3. A non-refundable charge shall be assessed for all non-official congregational activities. Fees must be paid at the time of request. Ongoing usage fees must be paid monthly in advance. The fees for building usage are **\$150.00** dollars for usage under four (4) hours and **\$300.00** dollars for usage over four (4) hours. Cancellation with 48 hours prior to the event will result in forfeit of paid fees.
4. Use of such facilities must be requested at least thirty (30) days in advance, except for limited emergencies such as funerals and natural catastrophes.
5. All users must stay within a designated portion of the building except for the parts of the building for the restroom facilities and for emergencies.
6. Facilities must be cleaned up and restored to the original condition after use. Church owned property must be cleaned and restored to its designated location following use. Trash, waste and refuse must be disposed properly. Violations will be dealt with in accordance with the non-compliance clause of these criteria. A fee may be assessed.
7. Use of the church sound and visual systems shall require attendance by a congregational member trained in the use of the system. A fee of **\$20.00** per hour will be assessed to the requestor. If the requestor furnishes a separate sound or visual system, no fee will be assessed and attendance by a congregational member will be waived.

8. The requestor shall be responsible for securing pastors, musicians, vocalist, acolytes and other personnel necessary for their usage in the congregational building.
9. Attendance shall be limited to the seating capacity of the church sanctuary. Attendance will further be limited by order of local fire authorities.
10. The requestor will not store any personal property in the building or on the premises.
11. No materials of any kind may be attached to New Joy property (walls, ceiling, carpet, etc). Posters or placards may be hung using ONLY 60-day rated painter's tape or other approved supplies provided by the New Joy Property Team.
12. The requestor will not sell any products or services while on church property. An exception to this clause is granted for authorized church fundraising activities.
13. The requestor understands that no smoking or tobacco use is permitted inside the building. No alcoholic beverages are permitted in the building or on church grounds except for sacramental purposes. No forms of gambling (including bingo) are permitted on church grounds. No political petitions may be circulated in the building or on the church property without the prior approval of the congregational board. Nothing shall be done to cause any permanent damage to the church's furnishings or to the interior or exterior of the building.
14. The usage of the facilities by the requestor shall not in any way interfere with the setup, conduct and clean up of the congregation's programs and activities.
15. The individual signing these criteria on behalf of the requestor must personally be responsible for all cleanup and church security following usage.
16. Safety is everyone's responsibility and duty. Adequate adult supervision of youth activities must be maintained at all times youth are present. The requestor acknowledges that due care is required around streets and drainage ponds and the danger of these is apparent.
17. If the requestor is an organization and is on an on-going user of the facility or more than a onetime user, it is understood that the organization's access to the building may be denied on a specific date if a onetime activity of the congregation conflicts with the date and time that the organization meets. Except in emergencies, the congregation will give the organization written notice to this effect within a reasonable period of time.
18. A copy of the criteria signed by the church member, organization and its representative or other requestor shall be maintained on file in the church office to indicate that these criteria have been understood. The requestor acknowledges receipt of a copy of these criteria.
19. In the event of use by a non-profit organization, the organization's certificate of insurance must be on file in the church office. Furthermore, the organization agrees to hold New Joy Lutheran Church, members, pastor, and ministry board harmless from all liability and agrees to defend and indemnify the church from all claims or suits arising from the organizations use of the church, its grounds or facilities.

- 20. If an organization's usage of the church facilities is ongoing and more than a year in duration, the organization understands its request for use of the facility must be renewed each year.
- 21. Non-Compliance: Any requestor, congregational member or organization that does not comply with these criteria for use of the facility will be given a written warning for the first violation. A repeat non compliance of our use policy will result in an assessed fee charge commensurate with the non-compliance violation. A second non-compliance violation will be sufficient to deny access to the facilities.
- 22. Immediately report any issues that could cause property damage or other significant loss (running water, leaking roof, door that will not securely close, etc.) to the New Joy Property Team Leader (you will be given the contact info) for immediate attention. Report other non-critical issues to the Church Office (317-896-1402).

New Joy Lutheran Church is responsible for developing, maintaining and enforcing these criteria.

I / we understand these criteria and agree to the terms stated above.

Printed Name

Signed

Organization

Purpose of Use

Dates and Times of requested use

OFFICE USE ONLY	
New Joy Lutheran Church	
_____ Approved	_____ Declined