



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

## Facility Use Policy

As part of our mission to extend a radical welcome, New Joy Lutheran Church is pleased allow use of our facilities by reservation and with sponsorship of a church partner (member). The following are the additional terms of agreement:

1. There is NO CHARGE for use of the facilities, but a \$250 security deposit is required at the time of reservation. The check should be made payable to New Joy Lutheran Church and will be shredded if no damages are found upon post-use inspection.
2. Facilities must be cleaned and restored to the original condition after use. Church owned property must be cleaned and restored to its designated location following use. If the fire pit is used, you will be responsible for ensuring that all fires/embers are extinguished prior to departing the premises.
3. No materials of any kind may be attached to New Joy property (walls, ceiling, carpet, etc.).
4. Ample hard-surface parking is available. No vehicles are allowed to drive onto any grassy area.
5. The pavilion is flanked by residential areas. When using the pavilion, please be considerate of these neighbors with regard to noise and activity.
6. 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.
7. 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.
8. The church partner (member) that signs these criteria as sponsor of the requestor will be personally responsible for all cleanup and church security following usage.

I/ we have read and agree to the terms stated above.

**Printed Name of Requestor**

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**Organization**

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**Purpose of Use**

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**Date(s) and Time(s) of Use**

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**Requesting use of:**

Building     Pavilion     Both

**Printed Name of Church Partner  
sponsoring request**

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**Signature of Church Partner**

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