



LYNNHURST UNITED CHURCH OF CHRIST

4401 Taylor Blvd
Louisville, KY 40215
(502) 368-8446
office@lynnhurstchurch.org

REQUEST FOR BUILDING USE

Any group or person wishing to use an area of the Lynnhurst United Church of Christ facility and grounds must complete this form and have it approved by the church prior to scheduling any activity, event or meeting.

GROUP OR MEMBER NAME

(circle one)

RESPONSIBLE PARTY NAME

ADDRESS

CELL

EMAIL

BRIEF DESCRIPTION OF EVENT OR ACTIVITY

SPECIAL NEEDS/REQUIREMENTS

SET-UP OF TABLES/CHAIRS (PRIOR TO USE) REQUESTED

*\$50 fee applies for set-up.

☐ Yes ☐ No

NUMBER OF PEOPLE INVOLVED

Adults

Children

ROOM/AREA YOU DESIRE TO USE

DATE & TIME OF EVENT OR ACTIVITY

IF THIS IS A RECURRING ACTIVITY, PROVIDE PROPOSED DATES AND TIMES:

All groups using the church facility must agree to the following rules and guidelines:

1. Non-member groups must sign a **Disclaimer and Hold Harmless Release** and **Good Neighbor Policy** prior to approval of the request and usage of the facility.
2. A responsible adult (sponsor) must be in attendance at all times while the group is using the facility.
3. Your group is responsible for housekeeping, which leaves the room or facility in the same condition as when you arrived. A **\$50.00 Custodial Fee in advance is required of any non-church group using the facility.** This fee is refundable if the area used is left in the same condition as it is upon arrival.
4. Any fees or deposits must be paid in full prior to the day of use.
5. A **refundable key deposit of \$20 is required of any non-church group using the facility.**

Signature (Sponsor) _____ Date _____

By signing this form, we agree to adhere to all policies, guidelines and fees established for the use of the facilities at Lynnhurst United Church of Christ.

For Office Use Only:

Approved By

Date

Lynnhurst UCC Church Official

Room

Deposit

Check #

Date Paid

Fee Applied

Check #

Notes

Code Assign

Expires

Custodian

Consistory



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GUIDELINES FOR BUILDING USE

1. **HOURS OF OPERATION** Use of Building and Grounds is confined to the period of 6:00 AM to 10:00 PM, unless approved by the Church Administrator or Church Consistory due to unusual circumstances such as overnight housing, youth lock-ins or special worship services.
2. **BASIC RULES AND RESTRICTIONS**
 - a. **Absolutely no taping, thumbtacks, nails or adhesives allowed on walls, doors or door frames, floors or ceiling tiles in any area of the building without approval of the Church Administrator.**
 - b. Church property (chairs, tables and equipment) **will not be removed** from the church building unless approved by the Church Administrator or Church Consistory. Requests by members to borrow tables or chairs should be made to the Church Administrator.
 - c. Room furniture and equipment will be returned to its original arrangement after the scheduled activities. Tables and chairs are to be put back in place if moved. Tabletops and coverings should be cleaned. Table and chair storage racks and caddies are available in the storage room of the fellowship hall.
 - d. Windows will be closed, doors locked, and lights turned off when leaving an area. Insure all personnel have departed the building prior to exiting and securing doors.
 - e. **The Church will not provide supplies or storage areas** for any non-member persons or groups using the building, unless approved by the Church Administrator or the Church Consistory.
 - f. Food and drink are allowed in the Fellowship Hall and designated areas only. **Absolutely NO food is allowed in the sanctuary.**
 - g. The Church Administrator, Church Staff, and authorized volunteers are authorized to halt or call attention to any activity they consider to be unsafe, inappropriate, or unacceptable.
3. **FEES AND CHARGES**
 - a. The fee schedule is established and may be charged for use of church property in order to offset expenses of operating the facility. It is recognized that varying conditions and specific individual or group requirements or purpose of activity may cause modification or elimination of fees, as determined by the Church Consistory.
 - b. **Normally, there is no charge or fees for Lynnhurst Church members or groups to use church facilities.** The member's offerings, gifts and tithes make this facility possible. Nevertheless, a love donation is strongly suggested and greatly appreciated.

FEE SCHEDULE (Non-Members)		
Fellowship Hall (Non-Athletic)	2 hour minimum	\$50
	Additional hours (per hour)	\$25
Gym/Fellowship Hall (Athletics)	2 hour minimum @ \$30/hour	\$60
	Additional hours (per hour)	\$20
Custodial Services for Receptions and Dinners (Table and Chair Setup/Takedown & Cleanup)		\$50
Kitchen and Appliances – Food Prep (when authorized)		\$150
Kitchen for food handling and accommodation only (when authorized)		\$50
Whitlock Room (Occupancy: 40 persons)	2 hours minimum	\$30
	Additional hours (per hour)	\$10
Parlor (Occupancy: 20-25 persons)	2 hour minimum	\$30
	Additional hours (per hour)	\$10
Library (Occupancy: 10 persons)	2 hour minimum	\$20
	Additional hours (per hour)	\$10

- c. Persons/groups using the facility at no charge (or at a discounted charge) are expected to arrange their own setup and cleanup.
- d. Fundraising: There will be no non-church revenue generating usage or fundraising without Church Consistory approval. When approved, such activities must not conflict with church policies. When usage of facilities produces revenues that will not advantage Lynnhurst Church, an agreement regarding the **fee to be charged** will be negotiated by the Church Consistory.



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- e. **All building usage fees shall be prepaid.** Checks are payable to Lynnhurst United Church of Christ.
4. **SMOKING, ALCOHOL USE, AND UNACCEPTABLE ACTIVITIES**
 - a. Use of tobacco and alcohol is prohibited inside the church facility. Outside smoking shall be confined to designated smoking areas and all smoking material must be extinguished and placed in appropriate receptacles.
 - b. NO weapons or controlled substances are allowed on church property.
5. **SUPERVISION OF CHILDREN** When usage of the church building or grounds includes the presence of children, the **SAFECHURCH POLICY** of Lynnhurst Church will be in effect.

FELLOWSHIP HALL/GYMNASIUM

The Fellowship Hall is the “life center” of Lynnhurst Church – promoting, stimulating, supplementing, and supporting the ministry and mission of this church in Christian education programming, social and recreational activities and projects, and providing a source of outreach to our community and neighbors. The Fellowship hall is a multi-purpose room incorporating a banquet/meeting hall, basketball court, etc. The hall may be used for banquets, dinners, meetings, parties, performances, lectures, athletic activities and recreation, wedding receptions, reunions and other gatherings approved by the church. *A minimum of effort on the part of all who use these facilities, will mean that inconvenience to other users will be avoided.*

1. The Fellowship Hall accommodates 125 persons.
2. The Fellowship Hall will not be used by non-member groups on Sundays until 1:00 PM on Sundays.
3. Street shoes or black-soled shoes are not allowed on the Fellowship Hall floor for basketball and other athletic activities – athletic shoes only.
4. Absolutely nothing may be intentionally thrown into the lights and ceiling area. No intentionally throwing balls against the walls. Kicking of basketballs (and other balls) is prohibited. Athletic equipment is not allowed in other areas of the building. Infractions may cause loss of facility use to offending party.
5. No “dunking” or hanging from the basketball rims or nets.
6. **Non-church groups will furnish their own athletic equipment for sporting activities.**
7. Groups using the Fellowship Hall will not enter or use the areas beyond the first set of indoor double doors, the library, the nursery or go upstairs unless permission has been granted.
8. Groups requiring specific table and chair setups must notify the church when completing the Building Use Application, or at least one week prior to the scheduled event. Unless otherwise arranged, Lynnhurst Church will be responsible for setup and takedown.
9. All groups are responsible for leaving the Fellowship Hall area as it was when they arrived. Tables and chairs will be returned to their proper place or to initial arrangement. Tables should be wiped clean and floor swept.
10. A gymnasium attendant will be present when non-church groups are using the facility for basketball/athletic activities.

KITCHEN FACILITY

1. Non-church groups will not use the kitchen equipment or appliances without prior approval and church training and/or supervision. The Building Usage Application must specifically request kitchen area usage if desired and purpose of use.
2. If use of the kitchen is applied for and approved, the posted “Kitchen Clean-Up Rules” will be strictly adhered to and all equipment, appliances, and utensils cleaned and returned to their proper location. Users will insure kitchen appliances are turned off prior to departing.
3. Non-Church and Co-Sponsored users will provide own kitchen supplies. **Under no circumstances should any church supplies in the kitchen area be used.** This includes but is not limited to, tableware, utensils, glasses, cups, coffee, creamer, sugar and disposable items. User will provide own supplies, tableware, serving ware, food, beverages, condiments, etc.
4. Refrigerators may be used, space permitting, to store perishables of non-church and co-sponsored groups **only** during user’s event. Food items will be removed at event conclusion.



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DISCLAIMER AND HOLD HARMLESS RELEASE FORM

We, _____, (*Responsible Party/Group*) being of lawful age and in consideration of being permitted to participate in activities on the property of Lynnhurst United Church of Christ, shall indemnify and save harmless Lynnhurst United Church of Christ, it's Consistory, ministers, staff members and volunteers from and against any and all loss, cost (including attorney's fees), damages, expense and liability (including statutory liability and liability under workmen's compensation laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by the lessee which arise from or in any manner grow out of any act or neglect on or about the church premises by the lessee, and/or their partners, agents, employees, invitees, enrollees, participants, contractors, and sub-contractors.

We further release all Consistory members, ministers, staff members and volunteers from any claim whatsoever on account of first aid treatment or services rendered.

We acknowledge that it is our intention with this instrument to make a complete general and unconditional release of any and all claims whatsoever against Lynnhurst United Church of Christ as set forth above.

We acknowledge that Lynnhurst United Church of Christ has not made any representations of warranties whatsoever regarding the materials or services provided. We further state that we have carefully read the foregoing release and know the contents hereof and sign this release of our own free act.

In witness whereof, I have executed this instrument on the date set forth below.

Signature _____

Printed Name _____ Date _____

Title _____

Organization _____



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GOOD NEIGHBOR POLICY

Welcome to all who use this building and facility. Lynnhurst Church is fortunate in having facilities which can be of service to so many different groups. A minimum effort on the part of all who use these facilities will mean inconvenience to other users will be avoided. **THANKS FOR BEING A GOOD NEIGHBOR!**

1. Key holder – unlock only the rooms and area where the activity is to occur. Users should not enter other areas of the building to which groups are not assigned.
2. If you are a key holder, or had a key assigned temporarily, do not have the key duplicated. If additional keys are necessary, contact the Church Administrator.
3. Key holder and users should make every effort to ensure good fire-safety practices are observed by all.
4. Key holder and users should promptly report anything out-of-order to the Church Administrator.
5. It is the responsibility of the key holder or user to see that restrooms are left in clean and orderly condition.
6. If the user group rearranges the furniture please make sure it is returned to its original arrangement.
7. Before leaving the building, the key holder and group should ensure:
 - a. Waste baskets are emptied, and garbage is contained.
 - b. Trash is disposed of properly.
 - c. Beverage, coffee or food spills are cleaned up.
 - d. Kitchen is clean and orderly.
 - e. Furniture is properly arranged.
 - f. Lights are turned out. (*Lights in the halls at each door are left on at all times*)
 - g. Doors and windows are closed.
 - h. If outside area was used, ensure lawn, walkways and parking lot are free of debris.
 - i. A copy of this policy is to be kept posted as nearly as possible to each outside door, in the Fellowship Hall area, and other appropriate locations.
 - j. Fellowship Hall floors are swept, and spills are wiped clean.

By signing this form, we agree to adhere to the Lynnhurst Church Good Neighbor Policy during our use of the facilities.

Signature (Sponsor) _____ **Date** _____