

Glory Lutheran Church Facility Rental Policy

Policy

The Glory Lutheran Church facilities, grounds and property (the “**Facilities**”) may be rented in accordance with the constitution, by-laws and policies of the congregation.

References:

Glory Lutheran Church constitution and bylaws, Council Committee Descriptions and Review Processes, Church Council Policy and Procedures, constitution, bylaws and enactments of the Evangelical Church in Canada and the Synod of Alberta and the Territories.

Preamble

Glory Lutheran Church is a congregation united in its confession of faith to be followers of Jesus Christ. (Schedule “1” – Confession of Faith) We endeavor as a family of believers to carry out our purpose and mission in a way that glorifies God and uplifts and supports each other in prayer and loving community.

The purpose of Glory Lutheran Church is to glorify God by following and sharing God's Word as a loving community.

We are a community of faith with a mission! Article III of our constitution, Nature and Mission, outlines in five areas (Worship, Learning, Witnessing, Service and Support) what God wants us to accomplish while we are here on earth. The essence of that mission statement can be expressed in the phrase:

Reaching Up... Reaching Out... Reaching In...

Reaching Up... The Glory Lutheran Church building and grounds are dedicated to the glory of God, and for the furtherance of the gospel in our community. Their primary function is for worship, the study of the Word of God, for evangelistic outreach and for the fellowship and recreational needs of the congregation.

Reaching Out... One component of our mission is to impact positively the lives of people in the community by providing services that exemplify Christ-like ethics, qualities and life style. As an outreach tool, we endeavour to make the Facilities available to the Christian community and to the general public with the understanding that all activities (e.g. services, concerts, social functions, or sports events) will be conducted in a manner that are pleasing to God and respect the beliefs, values, policies and teachings of the congregation and the Evangelical Lutheran Church In Canada.

Reaching In... Through worship, small groups and an environment of caring, respect and love that permeates throughout all aspects of the church, the congregation receives intimate community, practical help, personal support and intensive spiritual interaction.

Glory Lutheran members have generously contributed time and resources to build and maintain the Facilities. Any policies and procedures we have in place are to ensure that our beliefs are respected and that the Facilities will remain in excellent condition for many years of service.

Prioritizing of the Facilities' Use for Glory Lutheran Church

1. Glory Lutheran Church bylaws stipulate in Part V – Use of the Church Property
 - a. **Section 1.** The property of the congregation shall be for the use of the congregation in its normal functions as a Lutheran Church and shall not be used in any way not in harmony with the purpose of the congregation.
 - b. **Section 2.** Buildings which are the property of the congregation shall not be lent or rented to any group or individual not affiliated with the congregation or with the Evangelical Lutheran Church in Canada, unless application for such use be approved by the Church Council by a

majority vote in the case of a request for occasional use, or by a two-thirds majority vote in the case of regular use.

- c. **Section 3.** Ceremonies of Lodges or other similar organizations shall not be permitted in the church or on the church premises of this congregation.
2. The Glory Lutheran Congregational Church Council is responsible to the members of the congregation for the use, maintenance, and repairs of the church building, and will set fees and establish the limits and controls to make the best use of the Facilities. (Schedule "2" – Rental Agreement).
3. The first use of the Facilities shall be for the ministries, programs and activities of Glory Lutheran Church and its affiliated associations. Glory Lutheran Church ministry leaders are responsible to schedule events in the Master Calendar. Once the calendar year has begun, reservations are scheduled on a "first come, first served" basis.
4. Subject to availability, the Facilities are available for use by the general membership of the church, other charities, not-for profit groups, companies and organizations, the community and other groups provided that their use and program content is harmonious with Glory Lutheran Church's beliefs and consistent with the church constitution and policies.
 - a. **Glory Ministry Sponsored Events:** The primary and first use of the Facilities of Glory Lutheran Church shall be for the ministries, programs and activities of Glory Lutheran Church and its affiliated associations. In-house events include but are not limited to Glory Lutheran Church ministry sponsored activities in which members, their extended families and friends participate (e.g. worship, ministries for men, women, children, youth and seniors, pastoral care, education programs, Bible Studies, baptisms, funerals, mission projects, church sponsored events like baby and wedding showers, anniversary celebrations). There is no rental fee for church ministry sponsored events.
 - b. **Glory Member Events:** Activities sponsored by Glory Lutheran Church members including but not limited to weddings, birthday parties, anniversaries or wedding receptions will be considered based on availability. Members of the congregation participate in the events along with extended family and family friends. All activities must be in harmony with the beliefs, values, purposes and teachings of Glory Lutheran Church. These events are subject to application, approval and a rental fee.
 - c. **Non-member Sponsored Events:** Outside rentals include other charities that have similar purposes and objectives, non-charitable and non-profit organizations. These groups may rent the Facilities provided the group's purpose and activities are in harmony with the beliefs, values, purposes and teachings of Glory Lutheran Church. These events are subject to application, approval and a rental fee.
 - d. **All For-Profit Sponsored Events:** All for-profit rental requests that are in harmony with the beliefs, values, purposes and teachings of Glory Lutheran Church will be considered on an availability status. (E.g. Christian bookstores, Christian day-care, music studios). These events are subject to application, approval and a rental fee.
 - e. **Government Events:** Government sponsored events are limited to blood donor clinics, polling stations, public information forums and public education sessions operating through government agencies. Government sponsored events must not conflict with a church event and/or the beliefs and values of the church. These events are subject to application, approval and a rental fee.
 - f. **Groups/Individuals/Events ineligible to Rent Facilities:** the Facilities are not available for rent by:
 - i. Individuals of the general public whose beliefs and values are not in harmony with those of the church;
 - ii. Profit-driven activities or events (e.g. Corporate trade show);

- iii. Groups engaging in partisan political campaigns (e.g. Election campaign rally);
 - iv. Ceremonies of Lodges or other similar organizations shall not be permitted in the church or on the church premises of this congregation; and
 - v. Other groups that are not in harmony with the Glory Lutheran Church mission, beliefs values, purposes and teachings.
5. The Congregational Council reserves the right to deny the use of the Facilities to any person(s) or group(s) for activities or conduct that it feels does not conform with the beliefs, purposes, values and teachings of the church.
 6. Glory Lutheran Church reserves the right to visit the event to ensure compliance. Further, Glory Lutheran Church reserves the exclusive right to cancel or stop activities if they are not in compliance with criteria agreed to in the Rental Agreement between Glory Lutheran Church and the applicant (the **"Renter"**).
 7. The use of the Facilities for a funeral will be permitted on a mutually acceptable date if:
 - a. The funeral is approved by the pastor of Glory Lutheran Church;
 - b. The pastor of Glory Lutheran Church officiates, or the pastor of Glory Lutheran Church officiates in partnership with clergy of another church that is in association with or ecumenically involved with Glory Lutheran Church; and
 - c. All funerals and officiating ministers must be approved by the pastor and must be theologically in agreement with the beliefs of the Glory Lutheran Church Congregation.
 8. The rite of marriage is a Christian celebration. The use of the Facilities for a wedding will be permitted on a mutually acceptable date if:
 - a. The wedding is approved by the pastor of Glory Lutheran Church;
 - b. The pastor of Glory Lutheran Church officiates, or the pastor of Glory Lutheran Church officiates in partnership with clergy of another church that is in association with or ecumenically involved with Glory Lutheran Church;
 - c. All weddings and officiating ministers must be approved by the pastor and must be theologically in agreement with the beliefs of Glory Lutheran Church Congregation.
 - d. The couples are Christians who wish to be joined in holy marriage in the sight of God and within the Glory Lutheran Church faith community;
 - e. The wedding adheres to the definition of marriage by the Glory Lutheran Church Congregation as being between a man and a woman; and
 - f. Couples preparing for marriage are expected to meet with the pastor, who will work with them to prepare the service and plan for marriage preparation counseling.

Facilities and Equipment Use:

1. During any rental or program requiring use of the Facilities (the **"Event"**), a designated Glory Lutheran Church host must be present in the Facilities at all times (the **"Facility Host"**). The responsibilities of the Facility Host include:
 - a. Opening the Facilities;
 - b. Responding to the Renter's questions, issues and requests;
 - c. Ensuring compliance with the Rental Agreement;
 - d. Completing and filing incident reports for any accidents, injuries and property damage; and
 - e. Closing and locking the Facilities after the Event.
2. **Reservations:**
 - a) All Events at the Facilities must be scheduled through the Facility Events Coordinator identifying all details including date, time, equipment, room(s), and special needs.
 - b) All scheduled dates will be subject to cancellation unless all necessary forms and fees are received and signed within ten (10) business days of booking the Event. If the fees and forms are not received in a timely manner, the reservation may be changed or cancelled. Glory Lutheran Church is first and foremost about ministry. We wish to give our ministries adequate time and opportunity to schedule the Facilities as needed.

- c) Advance reservations for the future budget year will not be allowed without special approval by the Congregational Church Council. After the church calendar has been set for the year, Events will be scheduled on a “first come, first serve basis”.
 - d) Time allotments for the room will include 30 minutes set up and 30 minutes take down of equipment and decorations in the quoted price. If time is exceeded, further charges may incur. Events will never preempt Worship Service.
3. **Deposits and Rental Agreement:** To reserve the Facilities, a rental contract in the form of Rental Agreement attached hereto as Schedule “2” (the “**Rental Agreement**”) must be signed and the deposit paid (the “Booking Deposit”) to Glory Lutheran Church. The Booking Deposit should be given to the Facility Events Coordinator or mailed to Glory Lutheran Church to the attention of the Facility Events Coordinator.
- a) Cancellation up to 1 week prior to the Event – the Booking Deposit will be returned to the Renter.
 - b) Cancellation within 1 week of the Event by the Renter – the Booking Deposit is forfeited.
4. **Returned Payments:** There will be a service fee as per Schedule “2” for NSF or returned payments. In the event of a declined payment, all previous agreements and reservations may be declared null and void by the Glory Lutheran Church. The booking deposit will not be refunded.
5. **Responsible party:** Every Event must have two appointed persons as responsible parties, who shall:
- a) Be the contacts for the Renter and will be responsible for signing the Rental Agreement on behalf of the Renter, enforcing the Rental Agreement and providing supervision at the Event;
 - b) Be held responsible for payment of rental fee and other charges, if any;
 - c) In addition to the Renter, be financially responsible and liable for personal injuries, damage to personal property, damage to the Facilities or equipment and additional maintenance or clean up costs;
 - d) Ensure that the Facilities or equipment is restored to pre-rental condition, at the end of the Event;
 - e) Be present at the Event;
 - f) Submit, on behalf of The Renter, proof of liability coverage prior to date of the Event.
Absence of this document will render the application null and void;
 - g) Ensure that a responsible individual representing the Renter shall be in the Church building 15 minutes before each Event;
 - h) Shall be responsible for seeing that the Event is confined to the Facilities made available; and
 - i) Not transfer the Rental Agreement to another user.
6. **Insurance and liability:** The Renter is liable for any damage, accidents and/or injuries caused by or during the Event (each of which is referred to as an “**Incident**”).
- a) Glory Lutheran Church is not financially responsible for any Incident;
 - b) Each Renter is required to arrange for and provide proof of its own insurance to use the Facilities at least 48 hours prior to the Event. If an insurance certificate for a minimum of \$1,000,000 is not provided by the Renter, the approved application will be revoked. ***This is not open to negotiation, as Glory Lutheran Church’s insurance does not provide coverage for rental groups or their participants.***
 - c) During the use and occupation of the Facilities, the Renter shall indemnify and save harmless Glory Lutheran Church against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the Facilities directly or indirectly as herein set forth, or by reason of or as result of the acts of it or its servants or employees or the attendees at the Event.
7. **Capacity:** Renters must abide by the capacity codes for Glory Lutheran Church. Users will not sell or distribute tickets, passes or registration badges in excess of the capacity of the Facilities. The capacity limits are the following:
- a) Sanctuary – 308
 - b) Narthex – 180

- c) Board Room – 25
- d) Sunday School Room C – 15
- e) Sunday School Room B – 25
- f) Youth Room - 6

8. **Basic room equipment:** Rental spaces will have furniture and equipment.
- a) All church assets and equipment are to remain on the Facilities. All indoor assets and equipment will remain in the building. Approval may be obtained for use of indoor assets and equipment on the Church grounds through the Facility Events Coordinator.
 - b) Rooms equipped with movable walls must stay closed and in place if no prior arrangements were made between the Renter and the Facility Events Coordinator. Movable walls must be moved or opened by Glory Lutheran Church members only.
 - c) Any alternative equipment needs outside of the standard equipment available for each room will require special approval and may be subject to additional fees.
 - d) Renters shall not tamper with school equipment, displays, material or whiteboards and shall in general leave instructional areas in the same way they were found.
9. **Sunday School and Board Room Rentals:** Room rentals of these spaces are not charged for clean up, set up or take down of furniture. Renters are responsible for returning the room to the pre-rental condition. Any set up outside of the room's normal set up will be the responsibility of the Renter. Arrangements for set up can be made by contacting the Facility Events Coordinator and are subject to an additional fee.
10. **Kitchen Use and Food Policies:** The kitchen facility at Glory Lutheran Church is an industrial kitchen.
- a) The kitchen is available to Renters for a fee;
 - b) Outside caterers may be used to cater Events. If the kitchen is used as a staging area or for food preparation, a fee will be assessed and clean-up will be required;
 - c) The serving of food and beverage is allowed in all rental areas of the Facilities, with the exception of the sanctuary or near technical equipment;
 - d) Storage of food in the kitchen prior to the Event must be identified on the Renter's application.
 - e) The use of table linen is available for a fee.
 - f) The dishwasher and stove may only be used by authorized users.
11. **Childcare facilities:** The childcare facilities are not normally available for rental use. If childcare space is required, notice must be given at the time of application.
12. **Audio Visual and Sound Equipment:** An experienced Glory Lutheran Church technician must operate all audio and visual equipment for Events. Outside operators are not allowed to use or to attach equipment to our system. Additional charges shall apply if a technician is required for the Event.
13. **Outside Media, Music and Materials Approval:**
- a) All music, media, materials and presentations must be provided to the Pastor for review. Materials found to conflict with the beliefs and general philosophy of Glory Lutheran Church will be prohibited.
 - b) Any flier, public announcement or other marketing tools for an Event held at Glory Lutheran Church must have prior approval by the Facility Events Coordinator. Failure to obtain prior approval may result in cancelation of the Event.
14. **Decoration:** Decorations are defined as any material placed on Facility surfaces that were not in place prior to the Event. All decorations, signs, posters and methods of attachment must be approved by the Facility Event Coordinator prior to the Event and removed immediately after the Event.
15. **Guests:** The conduct of all persons attending Events at Glory Lutheran Church will be respectful of the church members, volunteers and the Facilities.
- a) Guests and activities are restricted to the rented area in the Facilities.
 - b) Each Renter is responsible for the behavior of its own guests and participants.

- c) Children in attendance must either be under the supervision and control of a parent or an authorized adult (18 years of age or older) (in each case called a “**Supervisor**”) at all times and are not permitted to roam freely in the Facilities. Groups of children ages 12 and under must be under the supervision of one adult for every 15 children. Children ages 13 and over must be under the direct supervision of one adult for every 25 children.
- d) Supervisors shall be at the church prior to group arrival. Supervisors must make sure that all members of the group have left the building before supervisors leave.
- e) Glory Lutheran Church is not responsible for items that are lost, stolen or damaged. Valuables should not be left unattended.
- f) Renters are responsible and assume liability for any personal injuries or damages to the Facilities and/or equipment.
- g) Any damage done to the Facilities or to church property by guests and participants will be the responsibility of the Renter.
- h) The following are not permitted on the Facilities: smoking, consumption of alcoholic beverages, possession or consumption of illegal drugs, gambling, foul or obscene language. Offenders will be asked to leave.

16. Restrictions: The following restrictions apply:

- a) No smoking, tobacco or illegal substances are allowed in, around or on the Facilities.
- b) Alcohol shall not be served, consumed or used in any manner in the Facilities.
- c) Apparel or behavior that is inappropriate and in conflict with Glory Lutheran Church beliefs and values will not be permitted.
- d) Animals are not allowed in the Facilities, including the Church grounds, with the exception of service dogs. Church sponsored ministries using animals at an Event must have prior approval from the Church Council. If approval is granted, the animal(s) must be under constant supervision. The Renter is liable for damages to the Facilities as a result of the animal(s) and any liability that may result from injury to any person.
- e) Renters having items delivered to the Facilities for an Event must have someone from their group on site to sign for the delivery. Glory Lutheran Church staff or volunteers will not be responsible for or be permitted to sign for any Event related deliveries.
- f) If the Renter intends on moving any accessories in the Facilities (including plants, shrubs, cross etc.) the Renter must advise and receive approval for any such move from the Facility Event Coordinator prior to the Event.
- g) The use of candles are permitted in the sanctuary, provided that the candles are electric, waxless with protectors, or approved by Glory Lutheran Church for use prior to the Event. Candles are permitted in the Narthex provided that the flame from the candle does not exceed the height of the required fire safe enclosure, which fire-safe enclosure is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and/or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles (e.g. dried flower arrangements).
- h) Fireworks, pyrotechnics and similar combustibles are not permitted.
- i) The use of confetti, rice or bubbles is prohibited in or around the building.
- j) All sports activities must be disclosed before any rental agreement is signed. Extreme sports activities are not permitted. The appropriate insurance coverage must be obtained and submitted.

17. Set-up: Facility set up of tables and chairs will be automatically included in the price of rental for the sanctuary and Narthex. Special set-up requests must be made by the Renter at the time of application and may be subject to additional charges. All room set up requests should be made at least one week before the Event. Renters are responsible for clean up of their own supplies and decorations.

18. Cleaning and Maintenance of the Facilities: All Renters are expected to:

- a) Leave the Facilities in a clean condition and remove all items associated with the Event immediately following the Event;
- b) Promptly report damages caused during the Event to the Facility Host;

- c) Contact the Facility Host if safety concerns arise or emergency repairs are required;
 - d) Place all trash in lined containers only. All garbage must be removed and put into the appropriate bins;
 - e) Dispose of drinks and other fluids in sinks and never in water fountains or trash receptacles;
 - f) Church coffee urns used by the Renter will be cleaned by members of the Church
 - g) Leave all linens (tablecloths, dish towels, hand towels) for laundering by Glory Lutheran Church. The linen fee covers the cost of cleaning.
 - h) Ensure no food and beverages are served in areas not arranged for ahead of time. **Food and beverages (other than water) are not allowed in the Church Sanctuary;** and
 - i) Ensure all tables and chairs are cleaned up and put away after the Event unless arrangements have been made for members of Glory Lutheran Church to provide set-up and take-down service.
19. **Lost & Found:** Items remaining after an Event will be held by the Glory Lutheran Church for 30 days following the Event. If the items are not picked up in a timely manner, the items may be discarded or given to charity. Large items requiring excessive storage space may be disposed of sooner. Please make arrangements with Facility Events Coordinator for any oversized items that need to be temporarily kept in storage pending pick up.
20. **Damage:** All damaged or broken items must be reported to the Facility Host immediately and the cost of repairs shall be the responsibility of the Renter. The Facility Host will complete an incident report for any damage, accident or injury.
21. **Special Accommodations:** Reasonable accommodation requests need to be sent to the Facility Events Coordinator in writing immediately upon scheduling an Event. The Facility Events Coordinator will require adequate time to accommodate the request before the Event.
22. **Storage:** Due to limited storage space at Glory Lutheran Church, the Renter must contact the Facility Events Coordinator to make prior arrangements for storage space. Storage space is available on a "first come, first serve basis" and can only be used one day prior to the Event. Materials stored without permission may be discarded, placed in the lost and found or given to charity.
23. **Temperature Control:** Room heating and air-conditioning are controlled by thermostats and may be adjusted by the Facility Host only. If adjustments are needed, contact the Facility Host.
24. **Force Majeure:** In the event of a fire, natural disaster, local or national emergency or other matters outside the control of Glory Lutheran Church that causes a substantial delay, rescheduling or cancellation Glory Lutheran Church will be released from the Rental Agreement. The Renter hereby waives any claims for damages or compensation for such delay or failure to perform the agreement other than the return of any monies due to the Renter for the Booking Deposit.

Schedule 1 – Confession of Faith

Glory Lutheran Church Constitution

ARTICLE II - Confession of Faith *[NTD: WE HAVE NOT REVIEWED THIS SCHEDULE]*

Section 1. This congregation confesses the Triune God--Father, Son and Holy Spirit--as the one true God. It proclaims the Father as Creator and Preserver, His Son Jesus Christ as Redeemer and Lord, and the Holy Spirit as Regenerator and Sanctifier.

Section 2. This congregation confesses that the Gospel is the revelation of God's saving will and grace in Jesus Christ, which He imparts through Word and Sacrament. Through these means of grace the Holy Spirit creates believers and unites them with their Lord and with one another in the fellowship of the Holy Christian Church.

Section 3. This congregation confesses the Scriptures of the Old and New Testaments as the inspired Word of God, through which God still speaks, and as the only source of the Church's doctrine and the authoritative standard for the faith and life of the Church.

Section 4. This congregation subscribes the documents of the Book of Concord of 1580 as witnesses to the way in which the Holy Scriptures have been correctly understood and explained and confessed for the sake of the Gospel, namely:

- a. The Apostles', the Nicene, and the Athanasian Creeds as the chief confessions of the Christian faith;
- b. The Unaltered Augsburg Confession as its basic formulation of Christian doctrine;
- c. Luther's Small Catechism as a clear summary of Christian doctrine;
- d. The Apology of the Augsburg Confession, Luther's Large Catechism, the Smalcald Articles with the Treatise, and the Formula of Concord as further witnesses to the Unaltered Augsburg Confession.

GLORY LUTHERAN CHURCH BELIEFS AND GUIDING PRINCIPLES

Glory Lutheran Church is a congregation of followers of Jesus Christ. We endeavor as a family of believers to carry out our purpose and mission in a way that glorifies God and uplifts and supports each other in prayer and loving community.

The purpose of Glory Lutheran Church is to glorify God by following and sharing God's Word as a loving community.

What We Believe

We affirm the historic teachings of the Christian faith as taught in the Holy Scriptures, and summarized in the Lutheran Confessions that were formulated during and after the lifetime of Martin Luther.

- A) We believe in the Triune God: Creator, Redeemer and Sustainer.
- B) Our common foundation is God's word as revealed in the Holy Scripture and the Incarnation.
- C) We claim and celebrate forgiveness and eternal life through Christ's gift of salvation.
- D) We are nourished and enabled to grow by the Word, by the Holy Spirit, and through prayer.
- E) We strive to love others as God loves us and to let Christ's love be seen through us, with God's help and through prayer.
- F) We are all equal at the foot of the cross and we welcome all.

Guiding Principles

How do we, as a congregation of believers, commit to living out our beliefs together?

Through the following principles, founded on the teachings of Scripture, we live out our beliefs and carry out our mission.

- A) Recognizing that all of our worship, learning, witnessing, service, and support is in response to God's freely given gift of grace, as individuals and as a congregation, **we offer back our lives in faithful, prayerful, and joyful response.**
- B) Worship: As the Triune God meets us in worship through the Word and Sacraments, **we respond through a blended celebration of the diverse gifts and worship styles of our members.**
- C) Learning: Recognizing that God is revealed to us through the Holy Scriptures and that we are saved by grace through our faith in the death and resurrection of Jesus, **we provide opportunities to members of all ages for instruction in the scriptures and Lutheran Confessions so that they may grow in their faith and knowledge.**
- D) Witness: In response to God's gracious love for us, and by letting the light of Christ shine through us, **we share God's Word, love, and message of salvation, with the wider community and the world. We welcome with joy and thanksgiving all who are led to this congregation.**
- E) Service: Acknowledging that Christ came to us as God's humble servant and that we are all equally humbled at the foot of the cross, **we seek to put others before ourselves in joyful service to our fellow members and our neighbors.**
- F) Support: In faithfulness to God's desire that we live in love and harmony, **we embrace the values of honesty, accountability, transparency, forgiveness, and respect for one another in every aspect of our organizational structure and congregational relationships.**

Schedule 2 – Rental Agreement

FACILITY RENTAL FORM

Glory Lutheran Church
 22577 Hwy 16 Sherwood Park, AB T8A 4T7
 780-416-9594 glorylc@telus.net

Date of Event: _____ Date of Application _____

Name of Organization: _____ Telephone: _____

Contact Person: _____ email: _____

Applicants Address: _____

Persons Responsible for Event:

1. _____ 2. _____

1. Telephone: _____ 2. Telephone: _____

Nature of Event: _____ Number of Attendees _____

Event Start Time: _____ Event End Time: _____

Arrival/Set-Up Start Time: _____ Clean-Up/Departure Time: _____

Facility/Rooms per day/evening required:

SANCTUARY	NARTHEX	BOARD ROOM	CLASS ROOM "L"	CLASSROOM "M"
1. 1 – 50 people By Donation	1 – 50 people By Donation	up to 50 people \$50.00	up to 25 people \$50.00	up to 25 people \$50.00
2. 51 – 100 people \$100.00	51 – 100 \$100.00			
3. 101 – 150 people \$200.00	101 – 150 people \$200.00			
4. 151- 200 people \$250.00	151 – 180 people \$250.00			
5. 201 – 250 people \$300.00				
6. 250 – 300 people \$350.00				

Combination of Sanctuary & Narthex	1. \$300.00 up to 150 people	2. \$400.00 151 – 200 people	3. \$500.00 201 – 350 people
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Combination of Narthex & Board room	1. \$240.00
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Combination of Narthex & one Classroom	1. \$225.00
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Nursery \$10.00 per hour	Small room \$10.00 per hour
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Set-up and cleaning by Church liaison: \$40.00 - \$100.00

Other Fees/Honorariums: (e.g. Sound Technicians) _____

Liability Insurance certificate required _____ NO alcohol policy in effect

Deposit at booking time \$75.00 Paid _____ Balance due on rental date: _____

Cancellation within one week prior to function – forfeit deposit see back

GENERAL CONDITION FOR THE USE OF GLORY LUTHERAN FACILITY

(To review the complete policy go to www.glorylutheran.ca)

1. Food and beverage are not allowed in the Church Sanctuary.
2. Alcohol shall not be served, consumed, or used in any manner.
3. No smoking or tobacco use is allowed in or around Glory Lutheran Church.
4. Payment shall be made as outlined in the contract.
5. During the use and occupation of the premises, the lessee shall indemnify and save harmless the Church against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the premises directly or indirectly as herein set forth, or by reason of or as a result of the acts of it or its servants, employees.
6. Rental groups shall use only those areas they have contracted.
7. Rental groups shall not tamper with school equipment, display, material or chalkboards, etc., and shall in general leave instructional areas the same way they found them.
8. All damages shall be reported to the liaison person immediately, and the cost of repairs shall be the responsibility of the rental group.

Indemnification

1. I the undersigned and the applicant shall jointly and severally assume full responsibilities for damages or loss during his/her organization's use of the Facilities. A responsible individual representing the applicant/organization shall be in the Church building 15 minutes before the Event, and shall be responsible for seeing that the Event is confined to the rented Facility.
2. I the undersigned acknowledge that I have the authority to sign this agreement.
3. I the undersigned agree not to transfer this agreement to another rental user.
4. **The applicant releases the Church, its trustees, employees, agents, and representatives from liability for any claim for property damages, injury or death which may occur as a result of, or while participating in, the function that is the subject of this agreement. The applicant further agrees to save and hold harmless the Church, its trustees, employees, agents, or representatives from and against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment reasonably incurred by the Church in respect of any civil, criminal or administrative action or proceeding to which the church is made a party as a result of, or while participating in, the function that is the subject of this agreement.**

The applicant confirms that General Liability Insurance with a limit of at least \$1,000,000 is or will be in place containing a clause to indemnify the applicant and Glory Lutheran Church should anyone present a claim for bodily injury, death or property damage arising out of or due to participation in the function. A copy of the policy or a Certificate of Insurance evidencing this coverage must be provided at least 48 hours before the commencement of the function.

Initial that the Indemnification section has been read and accepted.

I the undersigned acknowledge that I have received a copy of this application and have had the opportunity to review the Glory Lutheran Church Facility Rental Policy on the Glory Lutheran Church website (www.glorylutheran.ca) and agree to all terms and conditions therein, including payment of rental fees and other charges. I the undersigned and the applicant will jointly also be financially responsible for any damage or loss to the Facilities and equipment.

Signed by

Applicant: _____ Date: _____



Glory Lutheran Church Wedding Reservation & Rental Form

Date of Application: _____

Signed by Glory Lutheran Church

Facility Events Coordinator: _____ Date: _____

Please return this completed rental form to the Glory Lutheran Church Pastor, accompanied by any applicable fees in order to have a date confirmed on the Church Calendar.

Bride's Name: _____ Groom's Name: _____

Bride's Address: _____ Groom's Address: _____

Bride's Phone Number: (____) _____ Groom's Phone Number: (____) _____

Bride's Email Address: _____ Groom's Email Address: _____

Wedding Information:

Rehearsal Date: _____ Rehearsal Time: _____ No. of Guests: _____

Wedding Date: _____ Wedding Time: _____ No. Of Guests: _____

Facility Access Time For: Rehearsal _____ Wedding _____

Facility Departure Time For: Rehearsal _____ Wedding _____

Will Decorating Time Be Required? (If yes, when) _____

(Please read the Glory Lutheran Church Facility Rental Policy regarding decorations: Sections 14 – Decorations and 16 – Restrictions at www.glorylutheran.ca)

Do you have a wedding planner? (If yes, please provide name and number.)

Wedding Planner Name: _____

Wedding Planner Phone Number: (____) _____

Liability Insurance Certificate required _____

Facility Spaces Required (Please Initial)

Sanctuary	Sanctuary plus Narthex	Gathering Room
100-150 guests = \$200.00 _____	100-150 guests = \$300.00 _____	\$75.00
151-200 guests = \$250.00 _____	151-200 guests = \$400.00 _____	
200-250 guests = \$300.00 _____	200-350 guests = \$500.00 _____	Kitchen
250-308 guests = \$350.00 _____		\$50.00

Total Facility Fees: \$ _____

Deposit at booking time is required to confirm the rental of the facility: \$75.00

The balance is due a minimum of one day prior to the wedding date: \$ _____

Cancellation within one week prior to the wedding – forfeit deposit Initial: _____

Please note: All fees related to facility rental are payable to Glory Lutheran Church.

Honorariums (minimums)

Pastor	Sound Technician	Caretaker	Organist/Pianist
\$150.00 _____	\$75.00 _____	\$40.00 _____	To Be Determined

Total Honorariums: \$ _____

The balance is due a minimum of one day prior to the wedding date: \$ _____

Please Note: All honorariums are payable to the individual providing the service.

GENERAL CONDITION FOR THE USE OF GLORY LUTHERAN FACILITY

(To review the complete policy go to www.glorylutheran.ca)

1. Food and beverage are not allowed in the Church Sanctuary.
2. Alcohol shall not be served, consumed, or used in any manner.
3. No smoking or tobacco use is allowed in or around Glory Lutheran Church.
4. Payment shall be made as outlined in the contract.
5. During the use and occupation of the premises, the lessee shall indemnify and save harmless the Church against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the premises directly or indirectly as herein set forth, or by reason of or as a result of the acts of it or its servants, employees.
6. Rental groups shall use only those areas they have contracted.
7. Rental groups shall not tamper with school equipment, display, material or chalkboards, etc., and shall in general leave instructional areas the same way they found them.
8. All damages shall be reported to the liaison person immediately, and the cost of repairs shall be the responsibility of the rental group.

Indemnification

1. I the undersigned and the applicant shall jointly and severally assume full responsibilities for damages or loss during his/her organization's use of the Facilities. A responsible individual representing the applicant/organization shall be in the Church building 15 minutes before the Event, and shall be responsible for seeing that the Event is confined to the rented Facility.
2. I the undersigned acknowledge that I have the authority to sign this agreement.
3. I the undersigned agree not to transfer this agreement to another rental user.
4. **The applicant releases the Church, its trustees, employees, agents, and representatives from liability for any claim for property damages, injury or death which may occur as a result of, or while participating in, the function that is the subject of this agreement. The applicant further agrees to save and hold harmless the Church, its trustees, employees, agents, or representatives from and against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment reasonably incurred by the Church in respect of any civil, criminal or administrative action or proceeding to which the church is made a party as a result of, or while participating in, the function that is the subject of this agreement.**

The applicant confirms that General Liability Insurance with a limit of at least \$1,000,000 is or will be in place containing a clause to indemnify the applicant and Glory Lutheran Church should anyone present a claim for bodily injury, death or property damage arising out of or due to participation in the function. A copy of the policy or a Certificate of Insurance evidencing this coverage must be provided at least 48 hours before the commencement of the function.

Initial that the Indemnification section has been read and accepted.

I the undersigned acknowledge that I have received a copy of this application and have had the opportunity to review the Glory Lutheran Church Facility Rental Policy on the Glory Lutheran Church website (www.glorylutheran.ca) and agree to all terms and conditions therein, including payment of rental fees and other charges. I the undersigned and the applicant will jointly also be financially responsible for any damage or loss to the Facilities and equipment.

Signed by

Applicant: _____ Date: _____

Signed by Glory Lutheran Church

Facility Events
Coordinator: _____ Date: _____

For Church Use

Process

1. All wedding requests begin with conversations with the Pastor.
2. The Pastor initiates the communication flow to Glory staff and volunteers.

Communication

____ Pastor
____ Office Coordinator
____ Facility Events Coordinator
____ Sound Technician
____ Organist/Pianist
____ Caretaking
____ Treasurer

Comments:



Glory Lutheran Church Funeral Reservation Form

Date of Application: _____

Please return this completed form to the Glory Lutheran Church Pastor, in order to have a date confirmed on the Church Calendar.

Deceased Name: _____ Family Name: _____

Family Address: _____

Family Phone Number: (____) _____

Funeral Information:

Viewing Date: _____ Viewing Time: _____ No. of Guests: _____

Funeral Date: _____ Funeral Time: _____ No. of Guests: _____

Facility Access Time For: Viewing _____ Funeral _____

Facility Departure Time For: Viewing _____ Funeral _____

Do you have a Funeral Home Coordinator? (If yes, please provide name and number.)

Funeral Home: _____

Funeral Home contact person: _____

Funeral Home phone number: (____) _____

Will space be required in the church for a reception following the funeral?

YES _____ NO _____ (If YES, please respond to the following.)

Who will be providing the food and beverage? _____

Contact person's name: _____

Contact person's phone number: (____) _____

Signed by

Applicant: _____ Date: _____

Signed by Glory Lutheran Church

Facility Events

Coordinator: _____ Date: _____

