

**ST. PAUL'S LUTHERAN CHURCH
Of GRIFFINS MILLS
West Falls, New York**

Facility Use Policies and Application

We are happy to extend to you the use of our facility for your event. We want to make our facility available to serve the St. Paul's family, as well as to serve other organizations, groups and people within our community, to God's glory.

Please remember that our facility is a church. We intend that it is primarily used for worship settings and should be respected as such. We also intend that the church facilities be used for purposes that glorify our Lord and do not detract from our testimony. With this in mind, we have determined that the following policy be followed by all groups using our facility.

I. Application

Any group that requests use of our facility must submit a completed application to the church office for review and approval by the appropriate board(s).

1. Upon receipt of application the scheduled date requested will be checked with the church calendar to avoid any conflicts with current church ministries or scheduled events.
2. Any fees associated with the event requested must be submitted with the application form. Fees are refundable in the event of conflicting dates, the application is refused, or pulled by the applicant.
3. Individuals or groups requesting to use the facilities must agree to adhere to the stated policies. Refusal to do so may result in forfeiture of the facility deposit.

II. Property Loss or Damage

In the event of property loss or damage to buildings or property as a result of an event held in the facility or on the grounds, the applicant will reimburse the church for the damages or loss incurred. After assessing damage or property loss, a bill will be submitted to the applicant, who will be responsible for any payment in excess of the security deposit fee.

St. Paul's will not be responsible for loss of personal property by any individual or group.

III. Facility Use Rules

1. Entertainment: There will be no loud music or noise on church property. Music shall be appropriate for a church setting.
2. Food & Beverage: Food and beverage are not permitted in the sanctuary. No alcoholic beverages shall be consumed in church buildings or church grounds.
3. Tobacco: Use of tobacco products is not permitted in church buildings or on church grounds.
4. Conduct: Rowdiness, yelling and profane language is not appropriate. Children must be supervised at all times. The conduct of those attending the event is the responsibility of the applicant.
5. Cleanup: The facility must be returned to its original condition by the applicant at the end of the event. If any event leaves the church in a condition that needs additional cleaning, then the security deposit shall automatically default to the custodian fee, and the church custodian shall clean the facility. The applicant has the option of paying a custodian fee up front if they so desire. If the custodian fee is purchased then the security deposit will be returned provided no damages or property loss were incurred as a result of the event.
6. Alterations to Facility: No alterations shall be made to the facility without permission from the Board of Trustees. Please observe the following.
 - a. No nails, tacks or adhesives shall be put on walls, doors, ceilings, etc. without permission.
 - b. No furniture or decorations shall be removed without permission.
 - c. No electronics or musical instruments shall be moved or removed without permission.
7. Animals: No pets, except service animals, are allowed in church facilities without permission.
8. Church Property and/or Supplies: Church owned property or supplies shall not leave the facility or be used without permission. Expendable supplies used for church functions shall not be used by applicants requesting use of facilities. Expendable supplies include, but is not limited to: coffee, condiments, paper, disposable cups, plates, etc.
9. Buildings/Grounds Restrictions: Approved events shall only be conducted in areas requested, i.e. the classroom area, community room, sanctuary, grounds, gymnasium, kitchen, or a combination of any of the aforementioned.

IV. Facility & Personnel Fees

The use of the facility may require fees, depending on the event. All fees shall be included when the Facility Use Application is submitted to the church office. Honorariums, if made, may be submitted at any time. In the event a Facility Use Application is refused all fees shall be refunded to the applicant. Fees will be reviewed annually by the Board of Trustees and updated as necessary. Security deposits will be returned after the event pursuant to the provisions in Section III, Facility Use Rules.

Fee	St Paul's Member	Non-Member
Security Deposit (refundable)	Honorarium	\$100.00
Officiating Pastor	Honorarium	\$
Custodian (3 hrs)	\$	\$
Organist	\$	\$
Food service (?)	\$	\$
Other?		

St. Paul's Lutheran Church of Griffins Mills Confession of Faith

Below is the Confession of Faith that St. Paul's Lutheran Church of Griffins Mills LCMC affirms. If you are requesting to use St. Paul's for a spiritual event and have questions regarding our confession of faith, and this section of the policy, please contact the pastor or an elder.

1. This congregation confesses the Triune God, Father, and Holy Spirit.
2. This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the Salvation of all who believe.
 - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - b. The proclamation of God's message to us both as Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
3. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
4. This congregation accepts the Apostle, Nicene, and Athanasian Creeds as true and declarations of the faith of this congregation.
5. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
6. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretation of the faith of the Church.
7. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

ST. PAUL'S LUTHERAN CHURCH OF GRIFFINS MILLS, WEST FALLS, NEW YORK

Facility Use Application

This application will become a contract at the point of approval by the church. If your request is for an event other than a wedding, please attach a letter with the details of your request. Wedding requests must be approved by the Pastor. Please make checks payable to St. Paul's Church. The security deposit will be returned to the responsible party after the inspection of the building, room or area requested. If, after inspection, there is damage or property loss, or the facility was left in disarray requiring custodial cleaning, then the security deposit will be reduced by the amount of damage or custodial work needed to bring the facility back to its prior condition. In addition, a detailed explanation of the damage and the steps needed to repair/replace the property will be submitted to the applicant.

Requesting Person or Group (Please print) _____

Main Contact Person _____ Cell Phone _____

Address _____ Home Phone _____

Work Phone _____

Reason for Request Wedding (see Pastor) Other _____

Area Requested (check all that apply)

Sanctuary Community Hall Gymnasium

Kitchen Grounds Classrooms

Other _____

Date/Times Requested: _____

Estimated Attendance: _____

Fee	St Paul's Member	Non-Member	Paid
Security Deposit	Honorarium	\$	\$
Officiating Pastor	Honorarium	\$	\$
Custodian (3 hrs)	\$	\$	\$
Organist	\$	\$	\$
Food service (?)	\$	\$	\$
Other?			

Office Use: Date Requested _____

Approval by: (St Paul's Representative) _____

Hold Harmless Clause

I/We understand and agree that neither the Church, not its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use our facility, building and grounds as well as all appliances and fixtures in the activity, I/We release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

Name (print) & Signature of requesting party:

Signing Date: _____

Name (print) & / Signature of St Paul's Representative:

_____ / _____

Document History / Revision notes:

- 1.) Rev 7/22/2020-kc This document is an electronic version of the previous photo-copied document that's been around since around 2015 I believe. Retyped by Sue Cox into a Word document so we would have a modifiable version available if needed.

Paper Copy Storage location: - Churches 3 ring Binder in the Conference Room

Electronic Copy storage location: -

File Name Format: “ Filename-revision date-initials of last revision author “

(Eg- Facility Use Form- 7-22-2020-kc)