

VASHON LUTHERAN CHURCH
18623 Vashon Highway S. W., Vashon, WA. 98070
Phone: (206) 463-3604

FACILITY USE AGREEMENT

Vashon Lutheran Church is a non-profit organization and, as such, we are not allowed to solicit, or set fees for, the use of these facilities. We are allowed to recover costs incurred. The Fees suggested reflect these costs. Facilities are for the use of Vashon Lutheran Church Members, as well as non-profit community groups or organizations and individuals that meet the requirements set forth in our Constitution and By-laws.

Use of these facilities is dependent upon the following: User **has read, signed and agreed to the following terms and conditions.** The Building Use Coordinator has the authority to deny you the use of this facility if the Terms of this Agreement and/or conditions outlined in our Constitution and By-laws have not been met. If an individual or organization disagrees with the Building Use Coordinator's decision, they may appeal to the Vashon Lutheran Church Council. If the suggested Fees are not within means, make this known to the Building Use Coordinator and other arrangements may be made.

TERMS & CONDITIONS

Someone must be in charge to make certain that the following use conditions are met. The Building Use Coordinator must be advised of the name(s), address and phone number of the person who will accept these responsibilities.

1. **Use** of the facility is for **designated areas only**.
2. **No alcoholic beverages** will be allowed. **No smoking** is allowed inside the building. Smoking must be **outside only** and smoking materials must be extinguished and placed in the receptacles provided. Do **not** throw these materials on the grounds.
3. **No food or drinks** are allowed in the Sanctuary.
4. Person in charge should become familiar with **operation of utilities**, i.e.:
 - Lights – Turn off all except west bank in education unit.
 - Water
 - Thermostats – Turn down to 60 degrees on leaving the building
 - Restrooms – (Towels, T.P., etc.)
 - Kitchen (Operation of equipment such as stove, coffee pot, etc.
Use of church-owned equipment will be available upon request.)
 - Lockup Procedure – Secure and ascertain that all doors are locked when leaving the building.
5. **Cleanup.** (“If you use it, clean it!”)
You must **clean up after each use** all areas used, such as Floors, Counters, Waste Baskets, Sinks, Stoves, Coffee Pots, Dishes, etc. If Carpets and/or Floors have become soiled during your use, **sweep, vacuum** and/or **wet mop** them. The next user will thank you!
6. **Garbage.** Empty all garbage containers used, including bathroom containers. Place garbage in one or more large garbage bags. Place these bags in the Garbage Cans located in the parking lot, outside the southwest corner of the fellowship hall.

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SUGGESTED USAGE FEES

The following Fees will apply except for Weddings, Funerals and Receptions:

Sanctuary & Fellowship Hall	\$300.00
Sanctuary	\$150.00
Fellowship Hall	\$200.00
Janitorial Fee	\$ 75.00
Pastor's Fee	(Consult Pastor)
Associate Pastor's Fee	(Consult Pastor)
Organist	(Negotiate with Musician)
Meetings	\$20.00 Minimum (Over 20 people: \$1.00 each)

V.L.C. Representative may be present when facility is in use.

Your use of this facility **may be terminated within 24 hours** by either **verbal** or **written** notice from the **Building Use Coordinator**.

I have read this document and, by signing it, understand and agree to the **Terms and Conditions** noted. I also agree to repair or replace items that are damaged or destroyed due to careless use.

USE DATE: _____ Time In: _____ Time Out: _____

USAGE FEE: _____ TERMS: _____

Group? Individual? (Circle Which)

V.L.C. Building Use Coordinator:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Authorized Signature: _____

Title: _____