

# Resurrection Evangelical Lutheran Church

## Congregation Property Use Resources

Adopted by the Congregation Council, October 2014

Welcome to Resurrection Evangelical Lutheran Church.

Resurrection Evangelical Lutheran Church's primary purpose is to carry on the mission and ministry of the congregation. It is our desire to serve as an outreach to the community and we have a number of longstanding relationships with community organizations for ongoing use. As part of our outreach to the community, when possible, we will attempt to make our facility available to individuals and organizations requesting one-time or short-term use of our church building. Our first priority is to provide space for congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by the church and finally to other nonprofit organizations. Additional requests may be considered on a case-by-case basis.

So that all church members and outside groups can enjoy our facility, we require that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you. These forms are to be used for occasional use such as a once only use or for a few hours one day each week or month. As a user of our facility you are required to follow our guidelines and treat our building with respect and care. Use only the rooms assigned and if/when your needs change, fill out a new request form, leave it in the office and we will try to accommodate you. Church activities will always have priority, but an effort will be made to offer other accommodations.

**Parking is limited around the church building; please ensure that your attendees are legally parked and not blocking any driveways.**

Building use activities fall under the jurisdiction of the Congregational Council. Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed through the church office and approved by the Congregation Council.

Approval for the use of the grounds and/or facilities of this congregation does not constitute or imply endorsement of a group, its mission, or its beliefs. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the ELCA.

Included in this guide are the following:

- Steps to Facility Scheduling
- Rules and Regulations
- Property Use Agreement Form including Release

## **STEPS TO FACILITY USE SCHEDULING**

1. Obtain and complete a Property Use Agreement from the church office or at our website: <http://www.relcarlington.org>.

2. Attach any additional information you feel might be useful in helping to determine whether we can accommodate your event/request/group and provide a copy of your Certificate of Insurance. (See terms in the “Property Use Agreement and Release Form” provided below.)

3. Return the Property Use Agreement to the church office and you will be notified whether it is approved or not approved.

**FEES FOR FACILITY USAGE** (See attached schedule)

## **RULES AND REGULATIONS**

1. **CHURCH PROPERTY.** Church property shall not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, etc. may be used when using the facility under the rules herein. The church will not provide additional items unless specified elsewhere in the agreement.

2. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. (Special rules regarding furniture movement shall apply to the Sanctuary, our worship space.) This means that all chairs, tables and other furniture or fixtures will be returned to their original place, and the space shall be left at least as clean as when you arrived.

- If your use of our facilities includes the use of the Sanctuary, you agree to conduct your group’s activities in a manner that is reflective of our church and the sanctity of our spaces. This means that your group agrees not to use our Sanctuary in a manner that is disrespectful to our beliefs and traditions. Activities that may be inappropriate for the Sanctuary include: music or other entertainment that reflects beliefs or concepts that are counter to our Christian faith; loud or raucous behavior or activities; inappropriate or offensive language; displaying videos or other multimedia unless specifically approved by an RELC representative. **Under no circumstances will food or drinks (including water) of any kind be served or consumed in the Sanctuary.** We understand that

you may not fully appreciate or understand our beliefs and traditions; thus, we ask you to clearly and specifically communicate what activities your group will be conducting so that we can best assess the appropriateness of those activities.

3. **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the trash containers located behind the church. Church supplies, in the kitchen and elsewhere, are the property of the Church and may only be used by church sponsored activities or as specified in the individual use of space agreement.

4. **PIANO, ORGAN, HARPSICHORD, AND HAND BELL USE.** Permission to use the piano, organ, harpsichord, and/or hand bells or any other musical instrument must be obtained and granted by the Pastor or Director of Music prior to use. The piano, organ and/or harpsichord may not be moved except by specifically granted permission from the Director of Music and may require the assistance of professional movers but under all circumstances will require the presence of a sponsoring representative from the congregation who will be present at the time of the agreed upon movement. If professional movers are required, the requesting group (or individual) must pay for the moving and for tuning the piano (and/or harpsichord) after replacement.

- The use of any musical instruments owned by RELC, including the piano, organ, harpsichord, or any other instrument, is subject to the specific approval by an authorized representative of RELC. **Under no circumstances are musical instruments owned by RELC to be moved or adjusted except as provided herein.** At the conclusion of any event where an RELC instrument was used, the cover shall be replaced over the instrument
- No furniture or fixtures in the Sanctuary or Chapel shall be moved without the express permission of an RELC representative. Specifically, nothing in the altar area of the Sanctuary or Chapel, including the altar, chairs, banners or other fixtures (whether temporary or permanent in nature) shall be moved or adjusted in any way.

5. **SANCTUARY and PARISH HALL SOUND SYSTEMS.** The Sanctuary and Parish Hall sound systems are available for use upon request, but only if operated by approved church personnel. No other equipment may be attached to the church sound system without prior approval.

6. **NO SMOKING IS ALLOWED.** RELC and its grounds are a “smoke free” area. Any members of groups using our facilities shall abide at all times by a “**no smoking**” rule in all parts of the building and on our grounds, including corridors, restrooms, and outdoor areas.

7. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. The group will be responsible for turning off all lights and closing all windows and doors, including interior doors. As applicable, a key card may be provided for entrance to the building. If a key card is provided, a \$10

cash deposit will be required, and the group contact or individual receiving the key card will be responsible for returning the card to the church office within 3 days after the event, at which time the \$10 deposit will be returned.

**8. NO GAMES OF CHANCE.** Gambling, bingo or other games of chance on the church premises are strictly prohibited.

**9. LAWFUL PURPOSES.** The use of the church's premises shall not be used for any unlawful purposes, and groups or individuals will obey all laws, rules, and regulations of all governmental authorities while using the described facilities.

**10. SUPERVISION OF CHILDREN AND YOUTH.** The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults (aged 21 or older) shall be present at all times during any program or event involving children.
- Adult supervision is required at all times both inside and outside of the church property including playground and parking areas.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
- The applicant signing this form affirms that all workers supervising children have been adequately screened.

**11. NURSERY USE.** The nursery facility is available and our safety standards require that two (2) nursery care providers must be present to operate the nursery. At least one (1) caregiver must be, at minimum, twenty-one (21) years of age.

**12. FOOD AND DRINK.** Food and drink is limited to designated areas as specified in the application and use agreement. Prior approval is required if alcohol (wine and beer only) will be served. Users serving wine or beer must obtain any alcohol licenses required by the Virginia Alcoholic Beverage Control Board. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If food is provided at the event by the group or by a private catering service, the provider must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove it immediately after the event. Storing of catering equipment is not permitted.

**13. DECORATIONS.** Decorations may not be attached to the walls or doors with any type of tape or other means. Any decorations must be removed immediately and completely following the event.

14. **EMERGENCY SCHEDULING CONFLICTS.** The congregation reserves the right to pre-empt any facility use for its own use in cases of emergencies, such as funerals. Notice will be provided as early as possible.

- Users of our space must acknowledge and understand that if an activity of any RELC member conflicts with their use of a space, they may be asked to reschedule or move their event. We will attempt to accommodate the group or individual with other spaces or at other times; however, the use of RELC facilities by our members takes priority.

15. **STORAGE.** Storage space is limited for organizations other than church groups. Any organizations with continuing permission for using RELC facilities shall be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

16. **BREAKAGE.** Any persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church for cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

17. **SECURITY.** The congregation works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, and not leave them unattended. The congregation is not responsible for theft or damage to personal property.

18. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council's directions or forfeit the use of any part of the facility **immediately.**

**Resurrection Evangelical Lutheran Church**  
**6201 Washington Blvd., Arlington, VA 22205**  
**Phone: 703-532-5991**  
**Fax: 703-532-6950**  
**Email: [office@relcarlington.org](mailto:office@relcarlington.org)**

## **FEE SCHEDULE**

### **Use of Sanctuary and Chapel**

Recital/Concerts	\$200
------------------	-------

Includes cleaning of worship space and bathrooms. Food and refreshments may be served only in the Parish Hall. Fees for food served in the Parish Hall are listed below.

### **Use of Parish Hall and Kitchen**

Parish Hall (when food is served)	\$200
-----------------------------------	-------

(Must be out by 9:30 PM)

Parish Hall for Community Meetings	no cost
------------------------------------	---------

### **Weddings**

See separate GUIDELINES FOR WEDDINGS

### **Funerals**

No charge for members

May request donation from non-members

These are suggested guidelines for costs for use of Resurrection Lutheran Church by outside groups. Members are encouraged to pay cleaning costs and/or make a donation.

Revised 10/14

**PROPERTY USE AGREEMENT and RELEASE FORM for  
Resurrection Evangelical Lutheran Church**

Name of Organization: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Day-time Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Organization's Purpose: \_\_\_\_\_

\_\_\_\_\_

Name of Sponsor (for activities requiring sponsor): \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Frequency: \_\_\_\_\_ One Time only \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Other

Which day of the week:

\_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

**General Information**

Describe *IN DETAIL* the type of event you will be bringing to our facility.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A charge for admission to the event cannot be required. A voluntary, good will offering may be collected. If the event is raising funds for a charitable organization, a suggested minimum donation amount may be specified.

Is your group a nonprofit organization? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Nonprofit Tax ID Number: \_\_\_\_\_

**Facilities Requested:**

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Sanctuary    | <input type="checkbox"/> Parish Hall                        |
| <input type="checkbox"/> Chapel       | <input type="checkbox"/> Children's Classroom               |
| <input type="checkbox"/> Piano/organ  | <input type="checkbox"/> Adult Classroom                    |
| <input type="checkbox"/> Sound system | <input type="checkbox"/> Nursery                            |
| <input type="checkbox"/> Kitchen      | <input type="checkbox"/> Lower Level Meeting Room (Room 13) |
| <input type="checkbox"/> Narthex      | <input type="checkbox"/> Other (list: _____)                |

Anticipated Number of Participants: \_\_\_\_\_

Will food or drink be consumed? \_\_\_ Yes \_\_\_ No

Will wine and / or beer be served? \_\_\_ Yes \_\_\_ No

Please list / describe any Special Needs or Requests:

---

---

**Equipment Needs:**

- |  |   |
|--|---|
| <input type="checkbox"/> Screen                      | <input type="checkbox"/> Round Tables: # _____        |
| <input type="checkbox"/> LCD Projector               | <input type="checkbox"/> Chairs: # _____              |
| <input type="checkbox"/> Easel                       | <input type="checkbox"/> 8-Foot Tables: # _____       |
| <input type="checkbox"/> Reception Table at Entrance | <input type="checkbox"/> Food Serving Tables: # _____ |
| <input type="checkbox"/> Microphone and Lectern      | <input type="checkbox"/> Other: _____                 |

**Certificate of Insurance Requirements** - All groups are required to provide certificates of insurance naming Resurrection Evangelical Lutheran Church as additional insured. A certificate should be turned in to the church office at least a week before the first use. Exceptions or waivers may be granted by the Church. A security deposit may be required. For continuing usage, the form should be renewed annually.

**Fee Arrangement**

Waived: Yes \_\_\_\_\_ No \_\_\_\_\_

The parties understand that the fee for the use of church facilities will be \$\_\_\_\_\_.

**Additional provisions or agreements:**

---

---



## **Release and Indemnity Agreement**<sup>1</sup>

This Release and Indemnity Agreement is between \_\_\_\_\_  
(the "Organization or Individual") and Resurrection Evangelical Lutheran Church for use  
of the property described above for meetings and other activities described in this  
application / agreement.

NOW, THEREFORE, in consideration of Resurrection Evangelical Lutheran  
Church permitting the Organization or Individual(s) to use the property described herein,  
the organization or individual(s) agree(s) as follows:

1. Organization or individual(s) hereby indemnify, hold harmless, releases, and  
discharges Resurrection Evangelical Lutheran Church and its administrator, directors,  
agents, officers, members, volunteers, and/or employees, from any and all liability,  
claims, demands, losses or damages arising out of the use of the property.

### ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating  
in the activity for which this application is being made, and for any damage beyond  
normal wear and tear that may occur as a result of this activity. I/We will remove all  
signs posted by my/our group after the meeting has ended. I/We further agree that the  
church property will be used in accordance with the Rules and Regulations of the  
congregation (a copy of Property Use Resources including the Rules has been  
received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

---

### **Congregation**

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Request Denied

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

<sup>1</sup> Legal requirements vary from state to state and you should check with your own attorney.