

Tree of Life Lutheran Church

Building Use Policy and Guidelines

Tree of Life Lutheran Church provides this facility and furnishings for the benefit of our membership and constituents. We also make our facility available to our community. Since there will be many groups using this area, please abide by the following guidelines.

Furnishings and equipment are church property and are not to be taken outside the facility or loaned out without prior approval of the Pastor and/or Office Manager.

BASIC GUIDELINES

1. Use of facilities must be scheduled through the church office by completing a "Building Use Request Form" (or, in some cases, a more formal Building Use Agreement).
2. The person completing the paperwork is solely responsible for everything that takes place on church property. This includes clean up as well as any damage compensation.
3. Approval for use by a group or organization is for a designated area only and does not grant group access to the entire facility.
4. All church facilities must be left in the condition in which found.
5. Smoking (including vaping) is prohibited in building. Alcohol is prohibited in building or anywhere on property.
6. Children must be under constant adult supervision. At no time are children permitted to be alone in any room of the building or on the church grounds (including playground area).
7. Use of resources (i.e. projectors, television, DVD player, coffee maker, etc.) is available upon prior request and agreement.
8. Groups are responsible for all drinks and refreshments, including paper plates, napkins, cups, etc. (Do not use the church's resources of these items.) The church will provide garbage bags, cleaning supplies and use of dishes, serving utensils, punch bowl, or other pots/pans. You may use ice from the ice machine.

9. The group leader will be responsible for the following:

- Ensuring that any building use fees required are paid to the church in advance of the event.
- Advising the Church Office of changes in date or time or if the event is cancelled.
- Checking out keys from the Church Office, if needed.
- Setup and tear down of tables, chairs, and equipment. Tables, chairs, equipment, and all other items must be placed back in their original position after the event. Any extra tables and chairs used must be put back.
- Ensuring all rooms and spaces used are left clean and tidy.
- Returning keys to the Church Office following the event or during office hours on the next business day. (Not applicable for recurring users.)

10. Cleanup

- Cleaning supplies can be found in the top cabinet to the left of the sink and in the hall closet right outside the kitchen. A broom, dust mop, dust pan, wet mop, and vacuum cleaner are available.
- Wipe off all tables and chairs with a damp cloth
- Check restrooms for cleanliness – wipe around sink area, ensure toilets are flushed, trash removed, etc.
- Remove trash from all rooms. All garbage is to be taken out to the dumpster located in the back of the parking lot of the fellowship hall. Please replace all trash cans with new liners. Trash can liners are in the closet before the bathrooms in the hallway right outside the kitchen.
- If the kitchen is used:
 - Thoroughly clean kitchen area, stove, countertops, etc.
 - Sweep kitchen and mop if needed.
 - No leftover food or drink items are to be stored in the refrigerator or freezer. Throw items out or take them home. Don't leave them to accumulate.
 - All dishes, pots and pans, utensils must be washed, dried and put in their proper places. Dish towels are available; please place used dish towels in the hamper in the pantry/closet.

11. Ensure lights are turned off and that all doors are latched and locked prior to leaving. Set the alarm upon departure.

12. Church offices, phones, copiers and computer equipment may not be used by anyone.

13. Tree of Life, its officers and members are not responsible for injuries occurring on or in property during the usage of said facilities and shall be held harmless. Groups with recurring use and/or events with over 50 people expected will be asked to provide a certificate of liability.

14. Care should be taken for security of participants and possessions. Tree of Life, its officers and members are not responsible for any loss of material items.

15. Failure to abide by this policy and guidelines may result in the denial of future requests to use the facility.

GENERAL EVENT FACILITY FEES

Room	Up to 4 hours	4 + hours
Fellowship Hall or Sanctuary	\$150	\$300
Lobby / Kitchen	\$75	\$150
Classrooms, Sunroom, Music Room	\$50 each	\$100 each

NOTE:

- Groups with recurring use or special situations may have a mutually agreed upon fee schedule differing from the above.
- See the Tree of Life Wedding and Funeral policies for fee schedules for those events.
- Large events may require security/damage deposits.
- Additional fees may apply if the group/event requires a church representative to be available on site outside of the normal church office hours.

Tree of Life Lutheran Church Building Usage Agreement

1. If any property of Tree of Life Lutheran Church is damaged by the act, default, or negligence of LESSEE or of LESSEE's patrons, guests, or any person that enters the leased property, LESSEE will pay to Tree of Life Lutheran Church, upon demand, such sums as shall be necessary to restore said premises to its condition at the time that the Lessee began use of the facility.

2. Lessee agrees to indemnify and hold harmless Tree of Life Lutheran Church, Conroe, Texas, its officers, and members from any and all claims, demands, causes of action, costs, and expenses, including, but not limited to, attorney's fees and expenses, arising out of, connected with, or occurring while Lessee is on or using the property owned by Tree of Life Lutheran Church that specifically includes, but is not limited to, the premises listed in the lease agreement.

EXECUTION OF AGREEMENT

I CERTIFY THAT ALL THE INFORMATION I HAVE PROVIDED IN THIS AGREEMENT IS CORRECT. I WILL ABIDE BY ALL RULES CONTAINED HEREIN AND AGREE TO PAY ALL APPLICABLE FEES AND DEPOSITS.

Signature of Lessee

Date