

Building and facilities use policies, effective September, 2025

In keeping with the mission statement of University Lutheran Church (ULC), facilities will be used for worship, study, fellowship and outreach, especially to the University community. In this connection, the community is encouraged to use these facilities as time and space permit. Especially welcome are other congregations, ministries or church organizations, campus groups and organizations.

The sanctuary will be reserved for ULC worship services on Sunday mornings. At other times it will be reserved, in order of priority, for ULC worship, other church-related programs, weddings, funerals, and use by other appropriate organizations. The fellowship hall will be used in the same order of priority.

Non-members using ULC facilities are considered guests. ULC, as a good host, will make special effort to accommodate its guests and balance their needs with its own. There may be occasions when consideration should be given to rescheduling or relocating an official ULC activity to accommodate a guest if, by so doing, ULC will be rendering an important community service. *Also, in exceptional circumstances, ULC reserves the right to preempt a non-member group should the need arise.*

All organizations and persons are expected to restore the facilities (including chair and table arrangements) to the condition they found them. This includes washing and putting away used dishes, wiping down tables, and putting furniture back to its original location. As part of our commitment to conserve energy and recycle waste products we request that each group extinguish lights, close windows and place waste in appropriate recycling containers. There are containers provided for returnable bottles, metals, plastics, glass and Styrofoam located in both kitchens.

Any person using the facilities will conform to ULC policies, including hours of operation, service of alcoholic beverages, and non-discrimination. Beer, wine, liquor and other controlled substances are not permitted. No smoking is allowed in the church building. Admission may not be charged by any non-ULC group without Council approval. The church will be "open" from 8:00 a.m. to 10:00 p.m. weekdays and Saturdays and from 1 p.m. to 10:00 pm Sunday for non-ULC groups. This means that groups using the building during the evening hours must schedule their meetings to be finished and the rooms straightened/cleaned in time to be out of the building at the approved end time (10:00 p.m. being the latest).

Scheduling of all facility usage, congregational or otherwise, must be done through the Administrative Assistant. One person from each group (member or non-member) shall be designated the liaison. The liaison will be notified if the facilities are used improperly and/or are not properly restored to their original condition. The group may be liable for any additional charges incurred to restore the building to its original condition.

Approval for use of the sanctuary, fellowship hall or fireside lounge does not automatically include use of the kitchens. If the user group needs to use one of the kitchens, the group must reserve the kitchen like any other room and must cover the cost of its use and supervision. Use of a kitchen must be arranged in advance and requires the presence of an Event Coordinator. The kitchens must be cleaned at the close of the activity.

Audiovisual equipment installed in the room can be used at no additional cost. Please contact the Administrative Assistant if the support of an Events Coordinator and/or a Technical Director is required. The cost for additional support will be passed on to the group.

If excess damages occur to any ULC property during use, the group will be billed accordingly. The Finance Committee assigns the daily implementation of the ULC facilities use policy to the Administrative Assistant.

ULC reserves the right to refuse the use of its facilities, or any portion of them to any group or person whom ULC, acting through its pastors in consultation with the president of the congregation, deems to be at odds with ULC's mission and views regarding appropriate religious or charitable purposes. The decision of ULC in this regard is final. Status as a tax-exempt organization is not germane.

Any exceptions to this Policy must have the approval of the Church Council. University Lutheran Church is not responsible for any lost or stolen personal property.

Group Types and Costs

Below is are general costs for the building use, based on group type. However, ULC reserves the right to charge different fees, based on the group requirements and associated costs for these activities. Additional staff time (event coordination, custodial, etc.) incurred will be passed along to the group for payment. **Payment is due on the day of (or before) the event.**

Group Type	Description	Cost	Additional Notes
Sponsored/Community Groups	Support and service organizations that align with our mission, meet regularly in our facilities, and serve specific community needs. Examples include FAN, CVIP, and Samaritas.	No fee for the space, donation as able	This list of sponsored groups are pre-approved by Council on an annual basis.
ULC Members	Those who meet the definition of ULC membership in Chapter 8 of the Constitution	No fee for the space, donation as able	If an event coordinator and/or special cleaning/setup/cleanup is required, associated costs will be billed to the group.
Long Term Rentals	Organizations or groups that utilize our facilities on a regular, ongoing basis and have a more formal agreement in place.	Fees determined based on space usage, time, and other factors	The Administrative Assistant takes all information within the request to Council for approval
One-Time/Other	Groups who host a one-time event or who are not connected to the groups already in place.	Cost is dependent on time used and additional needs, but is typically: \$50 - Fireside Room \$100 - Fellowship Hall \$100 - Sanctuary	If an event coordinator and/or special cleaning/setup/cleanup is required, associated costs will be billed to the group.
Weddings	Ceremonies celebrating the union of two individuals in marriage. May include rehearsals, the ceremony itself, and/or receptions.	Members – \$200 Non-Members – \$500 Streaming – \$150 Organist/Pianist – \$250+/person Choir Director – \$250+ Instrumentalist/Soloist – \$100+/person Event Coordinator – \$20/hour	Weddings involve extra services that the church doesn't underwrite. ULC makes every effort to keep these costs to a minimum. Additional suggested honorariums: Clergy - \$400 per clergy (required for non-members) Office Administration - \$100
Funerals	Gatherings to honor and remember those who have died. May include visitation, the service itself, and fellowship gatherings afterward.	Members – \$100 Non-Members – \$300 Streaming – \$150 Organist/Pianist – \$150/person Choir Director – \$125 Instrumentalist/Soloist – \$100/person	Additional suggested honorariums: Clergy - \$400 per clergy (required for non-members) Administrative Assistant – \$75

ULC facility use application / agreement

We're excited to have your group here and hope you enjoy your time in our building. To help keep things running smoothly and ensure a great experience for everyone, we kindly ask that you: review and follow all building use guidelines; be respectful of the space and others using it; and clean up after your group and leave the space as you found it. ***In exceptional circumstances ULC reserves the right to preempt any group should the need arise.*** University Lutheran Church is not responsible for any lost or stolen personal property.

Name of group: _____

Liaison: _____

Address: _____

Phone/Email: _____

Purpose of Meeting/Nature of Organization: _____

Notes or special circumstances:

Requested Date(s) _____ End date _____

Start Time: _____ End Time: _____

Facilities Requested: _____

Total Facility Use Fee Due: _____

Insured: Yes No

On behalf of the below named group in exchange for use of the Church, the group and the people associated with it, like employees, members and volunteers, waive and release University Lutheran Church and the people associated with it, like employees, members and volunteers, from any and all liability on account of or in any way related to the group's presence at the Church to the fullest extent permitted by law.

The group and the people associated with it waive and release any and all claims for personal injury or economic or noneconomic damages or loss, including attorneys' fees, on account of or in any way related to the group's presence at the Church, the group's negligence, the negligence of third parties and University Lutheran Church's negligence. This Waiver and Release is not intended to release University Lutheran Church from their gross negligence or willful misconduct.

If any claim is made against University Lutheran Church that is covered by this agreement, the group will indemnify and hold the Church harmless.

I have read the guidelines for building use and our organization agrees to abide thereby.

Signature of group representative

Date

Church Clean-Up Agreement

To help us maintain a welcoming space for all and to support our cleaning crew, we ask that you complete the following clean-up tasks before leaving the facility. Please review and agree to the checklist below:

- All tables wiped down (free of food, crumbs, and spills)
- Chairs pushed back neatly around tables
- All trash picked up and placed in designated trash bins
- Any food left behind is properly disposed of or taken home
- No food or drink left out on counters, tables, or serving areas
- All decorations, signage, and personal items are removed (including tape, string, or hooks)
- Floors are free of large debris (e.g., food, napkins, paper, etc.)
- Kitchen appliances and counters wiped if used
- Sinks emptied and dishes cleaned and returned
- All borrowed church items (e.g., vases, utensils) returned and accounted for
- Restrooms checked for personal belongings or excessive mess
- All lights turned off and doors locked (unless otherwise instructed)

By signing below, I agree to complete the above tasks at the end of our event. I understand that failure to do so may result in additional cleaning fees.

Signature of group representative

Date

Church Kitchen Use Clean-Up Agreement

Thank you for using our church kitchen. To ensure the space stays clean, sanitary, and welcoming for all, we ask that you complete the following tasks after your use. These responsibilities help support our cleaning crew and ensure everyone has a positive experience.

- All counters, prep areas, and tables wiped clean
- All dishes, utensils, pots, and pans cleaned and put away (or taken with you)
- Sinks emptied and wiped out
- No food or drink left behind in the refrigerator, freezer, or on counters without prior approval
- Trash and recycling taken to designated bins
- Spills on floors cleaned up
- All appliances (oven, stove, microwave, etc.) wiped down after use
- Coffee pots, toasters, or other small appliances unplugged and cleaned
- Personal or event-related supplies and decorations removed
- Lights turned off and doors securely locked (unless otherwise instructed)

Cleaning supplies can be found under the sink in the kitchen.

By signing below, I agree to complete the above clean-up responsibilities after using the kitchen. I understand that failure to do so may result in a cleaning fee or restricted future use.

Signature of group representative

Date