



22818 SE 8<sup>th</sup> Street  
Sammamish, WA 98074  
Phone: (425) 392-7799 Fax: (425) 392-7897

## FACILITY USE POLICY AND REGULATIONS

Sammamish Hills Lutheran Church (SHLC) welcomes the opportunity to make our facilities available for your use. This is God's house and we ask that you respect that fact in your use of the site, building, and properties.

As Christians we desire to share the gift of our facilities with our neighbors to promote religious, educational, social services, and other character building experiences and functions.

Before making application for facility use, the person(s) signing the application for the user group must read each of the following regulations as well as the section on user group liability. Only person(s) authorized to act on user group's behalf may sign. If there are questions about any section of this document, please contact the church office for clarification before signing. A copy of the regulations and application will be sent back to the user group for their records once approved. If your plans change and you will not be using our facility, please notify us, in writing, as soon as possible.

Following are the regulations for use of the facilities:

### Facility Use Policy

#### I. GENERAL INSTRUCTIONS

1. Please read through these instructions and guidelines first, then sign. Then complete the "Facility Use Request" form and return it to: Sammamish Hills Lutheran Church, 22818 SE 8<sup>th</sup> St., Sammamish, WA 98074.
2. Dates will not be reserved until deposit is received with "Facility Use Request" form. The deposit fee may be credited to the Facility Fee.
3. The Church Business Administrator or a Church officer must sign the approval for a facilities request.
4. The entire fee must be pre-paid to the church office 3 days prior to the date of use. The Church Business Administrator has the authority to waive any specific use fee.
5. Checks are made payable to SHLC. The name of the group and/or activity should be indicated on the check.
6. If any key needs to be checked out, there is a \$20 (*by check only*) refundable key deposit. Key must be checked out during office hours, no more than 3 days in advance. The key must be returned the next day that office is open. The key deposit(*check*) will be refunded only to the same person who checked out the key.

## II. GENERAL USE

1. Facilities are available on the basis of Sammamish Hills Lutheran Church priority (see page 3).
2. Only non-profit organizations/individuals will be allowed use of facilities. Use of the facility for commercial or political use is prohibited.
3. The church denies use of its facilities to any person or group holding a doctrinal or philosophical view not compatible with the beliefs and or policies of SHLC.
4. Non-church sponsored activities conducted past 12 noon on Saturdays are discouraged due to conflict with our own set-up needs for Sunday usage. An additional fee for cleanup may be added at SHLC's discretion.
5. All groups must be out of the church building by 10:30pm, *no exceptions!*
6. All requests for facility use must be submitted on a SHLC "Facility Use Request" form to be considered for approval. The applicant will be informed of the decision as soon as possible. (This could take up to 1 month if Council approval is required.)
7. The individual signing as the Authorized Representative on page 4 (Liabilities) will be held responsible for any damage to the facility.
8. SHLC's sound system may only be used by an outside group if requested on "Facility use Request" and in the presence of a church authorized audio person for which a fee will be charged.
9. Groups using the facility are responsible for maintaining and cleaning up the facility. The facilities are to be left in as good as, or better condition, than they were found. All lights must be turned off before leaving and the doors and windows secured. A fee may be charged for damage and/or extra staff time used for cleanup. All furniture must be returned to the way it was found.
10. The use of alcohol, drugs, and tobacco are not permitted on church property. Tobacco may be used outside the buildings, provided the area is kept clean.
11. The user group may use only those rooms and outside areas covered by the application. The users are to be sensitive to other activities taking place in other parts of the church facility.
12. Nursery use is not provided except by special arrangement with the church office.
13. A security deposit is not required, however any property damage or janitorial costs incurred will be billed to the user group. A key deposit will be collected at the time keys are disbursed.
14. Food and beverages are permitted only in the kitchen and Fellowship Hall unless otherwise stipulated on the "Facilities Use Request" form.
15. Food, beverages, condiments, tableware and linens are to be provided by the user, unless previously arranged for.
16. The kitchen area may be used for coffee preparation and for cleanup only. All garbage will be sacked and deposited in the dumpster located at the lower parking lot behind the Sanctuary. Recyclable material should be sorted appropriately.
17. Tables and chairs are available for use. The user group is responsible for set up and take down.
18. Church owned equipment may not be borrowed or taken outside SHLC's facilities for non church activities.
19. Notices and signs used in the facility must receive prior use approval in writing, and are to be removed after the event.
20. Storage of user supplies and equipment is not permitted. It is necessary for the user group to bring such items into the facility immediately prior to use and remove them immediately after use of the facilities.

III. FACILITY USE PRIORITIES AND SCHEDULING

After considering SHLC's scheduled events, the facility will be available on a first come first served basis provided that the use does not conflict with scheduled or sponsored events of SHLC.

A. Priorities

1. Sammamish Hills Lutheran Church Sponsored Activities
2. Other Churches and Christian Organizations
3. Sammamish Hills Lutheran Church Member Activities
4. Community Service
5. Other Groups

B. Scheduling

1. Consideration will be given to groups that meet on a regular basis
2. Requests will be considered on a first come, first served basis
3. Weddings must be scheduled six months in advance
4. The application for a permit to use a church facility must be completed and approved by the church. After approval a higher priority group will not have preference to the facility.

IV. FEE SCHEDULE

Deposit to reserve date	\$35	
	<u>FACILITY</u>	<u>CUSTODIAN</u>
Sanctuary	\$200	\$ 40
Fellowship Hall	100	40
Education Wing	100	30
Youth Wing	75	20
Single Classroom	35	10
Audio Staff	25/hour	

V. LIABILITIES

**Name of Group/Organization** \_\_\_\_\_

**Hold Harmless Agreement:**

It is an express condition of the possession agreement that Sammamish Hills Lutheran Church (SHLC) and its officers, clergy and employees shall be free from any and all claims for damages or suits for or by reason of any death or deaths of or injury or injuries to any person or persons or damages to property of any kind whatsoever, from any cause or causes whatsoever while in or upon said premises during the term of this possession agreement; and user hereby covenants and agrees to indemnify and to hold harmless SHLC and it's officers, clergy, and employees from all liabilities, charges legal and other necessary expenses and costs on account of or by reason of such death or deaths or injury or injuries, liabilities, claims, suits, or losses however occurring or damages out of same.

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

**Organizations' Proof of Liability**

User shall maintain in full force and effect during the term of this possession agreement, comprehensive general liability insurance with bodily injury and property damage liability limits of not less than \$1,000,000.00 combined single limit; and user agrees that SHLC its officers, clergy, and employees shall be named as additional insured under such liability policy. A certificate of insurance showing evidence of such coverage shall be filed with the church.

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

I hereby certify that I am the authorized contact person of the above named group, and that the above named group will adhere to the terms and conditions of this form, the Facilities Use Policies of Sammamish Hills Lutheran Church and any other written agreements deemed necessary to accommodate this request. I have read and understood the Church Facilities Use Regulations and do commit the above group to their compliance.

\_\_\_\_\_  
Date \_\_\_\_\_

(Signature of Authorized Representative)

FOR CHURCH USE ONLY	
Approved _____ Denied _____	Date _____
By _____	_____ (person performing building check)
Special Instructions: _____ _____	
Sanctuary Sound System needed: yes ___ no ___	Approved by: _____
Fees _____	Date Paid _____
Deposit _____	Refund _____
Key Deposit Rec'd _____	Refunded (date) _____
Date insurance certificate was received _____	
Building Check out: _____ OK _____ NOT OK (Explain below)	