

Facility Use Policy

Our Redeemer's Lutheran Church

Revised and Approved by the Church Council
February 18, 2025

Our Redeemer's Lutheran Church (the "Church") belongs to the universal Christian church and, more specifically, to the Evangelical Lutheran Church in America (ELCA). Composed of members of the Helena area community, the Church seeks to be an integral part of that community. One key method of achieving that objective is to allow certain organizations to use our facility.

The purpose of this document is to establish policies and procedures related to individuals and groups using the Church's property and facility for events not directly related to a Church function. This policy applies to all non-Church organizations, including those with whom the Church has a long-term relationship and are considered partners in the Church's ministry

Building use falls under the jurisdiction of the Church Council. Requests for building use are managed through the Administrative Office. No commitment for building use by outside groups is finalized until a Facility Use Application and Agreement has been approved and executed by the designated officials. Uses of Church facilities are determined on the basis of the following priorities and criteria.

1. Congregation programs and purposes.
2. Non-profit groups that are supported by the Church (ministry partners).
3. Other non-profit organizations.
4. Civic organizations, groups or individuals using the facilities for non-commercial activities.

Church facilities are not available for use by commercial enterprises with profit-making purposes.

Church facilities are not for use by any group or groups advocating a specific political party or position, or whose goals are contrary to the mission and vision of the Church. Users must be law-abiding and non-discriminatory.

Approval for the use of the grounds and/or facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use the facility 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.

The Church reserves the right to modify, supplement, or revise any policy, provision, or fee, with or without notice, as it deems necessary or appropriate.

How to Schedule the Facility

All meeting and event scheduling will be handled by the Administrative Office (406) 442-7842, orlc@ourredeemerlives.org.

1. Complete a Facility Use Application and Agreement, available from the Administrative Office or at the Church website: <https://ourredeemerlives.org/>. Reservations should be made at least 15 days, but not more than 12 months, prior to the need for use.
2. Attach any additional information useful in determining if we can accommodate your group.
3. Return the completed and signed Facility Use Application and Agreement to the Administrative Office. You will be informed of facility availability within one week of submitting the application.
4. Upon notice of approval, the deposit fee and certificate of liability insurance will be due within a week.

All groups that use the facility are required to provide a Certificate of Insurance for public liability and damage in the amount of \$1,000,000 combined single unit minimum. Our Redeemer's Lutheran Church must be named in the policy as Additional Insured, releasing Our Redeemer's Lutheran Church and its congregation of liability.

5. A key to the facility may be checked out in the Administrative Office during the week of the scheduled event.
6. ROOM SETUP/CLEANUP: Any group or individual using the Church facility must provide their own setup and cleanup. Cleanup includes but is not limited to putting the room back the way it was found - tables and chairs in the proper location, carpet and floors picked up and swept, trash in proper receptacles, and items brought in for the event removed from the facility. Pictures are posted to help return furniture to the correct place. An additional charge may be levied to the authorized representative if extraordinary cleanup or maintenance is required.
7. The Church reserves the right to pre-empt any scheduled facility uses for its own use in cases of emergencies, such as funerals. The Church will make every reasonable effort to avoid this, and notice will be provided to the user as early as possible.

Fee Schedule for Facility Usage

The Church will assess the following fees to all individuals or groups making use of the Church facility based on the room(s) to be rented. Room use will be limited to the requested rooms identified in the Facility Use Application and Agreement. A non-refundable payment equal to 50% of the total cost is due and payable to Our Redeemer's Lutheran Church upon confirmation of the booking. The remainder of the fees are due no less than ten days before the requested date.

As examples, the following outside organizations are considered mission partners with Our Redeemer's Lutheran Church and will not be expected to pay a fee for the use of the building: Scouts BSA, Habitat for Humanity, Helena Food Share, Family Promise, Red Cross, Intermountain Children's Home, any ELCA Church or ecumenical partnership, and Thrivent. However, they must complete the Facility Use Application and Agreement and provide a certificate of liability insurance.

Conference Room or Sewing Room

1-2 Hours: \$10
3-4 Hours: \$20
All Day: \$30

Great Room

1-2 Hours: \$50
3-4 Hours: \$100
All Day: \$175

Kitchen

1-2 Hours: \$35
3-4 Hours: \$75
All Day: \$150

Miscellaneous Charges

Sound System Tech: \$75-\$150, dependent upon needs and staff availability

Community Room

1-2 Hours: \$25
3-4 Hours: \$50
All Day: \$100

Sanctuary

Large Event > 30 people \$300
Small Event < 30 people \$100
Rehearsal (one free rehearsal with event booking) \$50

The fees for facility use are based upon the expenses we expect to incur, including utility costs, wear and tear on equipment, administrative and custodial costs, and other related expenses associated with providing convenient space for community uses and events.

Rules and Regulations

CHURCH PROPERTY. Church property and equipment will not be removed from Church premises except for Church-sponsored events. Church property, such as chairs, tables, tablecloths, etc., may be used when using the facility under the rules herein.

FACILITY CARE. The area used by your group must be left clean and orderly, with Church furniture and property returned to their designated place.

KITCHEN RULES. The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster behind the Church. Church supplies are not to be used except for Church-sponsored activities.

PIANO, ORGAN, AND HANDBELL USE. The Pastor or Director of Worship and Music must grant permission to use the piano, organ, and/or handbells. Piano and/or organ should not be moved except by permission from the Director of Worship and Music and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.

SANCTUARY SOUND SYSTEM. The Sanctuary sound system is available for use upon request. The system must be operated by properly trained members or individuals who are pre-approved by the Director of Worship and Music. The system may also be operated by an appointed technician of the Church at a cost of \$75 - \$150 per event. No other equipment may be attached to the Church sound system without prior approval.

NO SMOKING, NO VAPING, AND NO ALCOHOL OR CONTROLLED SUBSTANCES USE ALLOWED. All members of groups using our facility shall abide by this prohibition at all times in all parts of the building, including corridors and restrooms, as well as the parking lots and green spaces. An outside designated "Smoking Area" will be identified for users.

AT EVENT COMPLETION. All groups will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. If a key is provided, the group will be responsible for locking the room/building. All activities or events (other than Church sponsored) must end by 11:00pm.

NO WEAPONS. Firearms, weapons, fireworks, and open fires are prohibited in or around the Church buildings, parking lots, or green spaces.

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, eighteen (18) years of age. All toys are to be cleaned and replaced after use. Garbage is to be removed.

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 these guidelines.

- No fewer than two adults should always be present during any program or event involving children.
- Adult supervision is required at all times, both inside and outside of the Church property, including the playground and parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors. They are not to wander the building or grounds.
- The organizer of the activity or event will attest that he/she has no knowledge that any of the adults providing supervision have been convicted of a crime against a child.

FOOD AND DRINK. Food and drink (excluding water) are to be served and consumed only in non-carpeted areas of the building. Any event serving food or drinks must be hosted in the Great Room or Community Room. Cooking, food preparation or storage in the kitchen is not allowed. If a private catering service is used for an event, the caterer must furnish all equipment (dishes, silverware, tablecloths, etc.) and remove the equipment immediately after the event. Storing of catering equipment is not permitted.

DECORATIONS. Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

STORAGE. All organizations using the facility will be responsible for storing accessories offsite.

DAMAGES. All persons and/or groups using our facility are expected to exercise reasonable care and judgment in order to prevent defacement, damage, or breakage, and are responsible for any and all damages, including but not limited to any property, equipment, or furnishings. The person(s) signing the application for use shall be responsible for paying costs incurred by the Church in 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. Legal actions will be undertaken to recover any and all payments of any and all damages.

SECURITY. The Church 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. The Church is not responsible for theft or damage to personal property.

PARKING. Visitors shall park at their own risk, and the Church will not be responsible for theft or damage to any vehicles parked on or near Church property. The Church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

LOST AND FOUND. The Church will not be responsible for personal property that is lost. If you happen to find personal belongings that have been lost by another person, please turn them in to the Administrative Office.

PETS. Pets are not allowed in the facility except for registered working service animals with prior notification to the Administrative Office.

ADVERTISING. All advertisements of activities and events held at the Church shall not imply any sponsorship by the Church for those activities and must be approved by the Administrative Office. Any posters, notices, or displays for your event may not be posted to walls within the facility. Approval of an event at the Church does not imply nor guarantee publicity of the event or organization within the Church publications or websites.

LOSS AND LIABILITY. Our Redeemer's Lutheran Church, its officers, and its employees shall not be liable for loss, damage, injury, or death to persons or their property as a result of the use of the Church facilities. Persons and/or organizations using the facilities must agree to indemnify the Church, its officers, and its employees and hold them harmless from all claims for loss, damage, injuries, or any casualty whatsoever.

Our Redeemer's Lutheran Church is committed to providing a safe environment for employees, members, and visitors. All groups using the facility will provide the Church a single point of contact at the time the application for use is submitted. Damages or other problems are to be reported to Our Redeemer's Lutheran Church immediately.

All groups that use the facility are required to provide a Certificate of Insurance for public liability and damage in the amount of \$1,000,000 combined single unit minimum. Our Redeemer's Lutheran Church must be named in the policy as Additional Insured, releasing Our Redeemer's Lutheran Church and its congregation of liability. This certificate MUST be on file prior to the date of the event by all outside groups with the Church for the purpose of covering liability and damage or accidents that might occur on Church property.

ACCESS. A key will be issued to the designated contact as required, and it must be returned to the Administrative Office by the end of the first business day after the scheduled event. If the key is lost, the cost of replacing the key and rekeying doors as required will be charged to the group renting. Making a copy of the key is strictly forbidden. Outside of Church business hours, such groups must secure the building upon leaving. Lock-up includes turning off appropriate lighting, closing and locking doors, and other procedures as instructed.

ROOM SETUP/CLEANUP. Any group or individual using the Church facility must provide their own setup and cleanup. Cleanup includes but is not limited to putting the room back the way it was found - tables and chairs in the proper location, carpet, and floors picked up and swept, trash in proper receptacles, and items brought in for the event removed from the facility. Pictures are posted to help return furniture to the correct place. An additional charge may be levied to the authorized representative if extraordinary cleanup or maintenance is required.

FACILITY CHECKLIST

Use this checklist to ensure that all clean-up and post-event tasks are completed.

1. Has everything been returned to its original position/placement?
2. Have all used or touched surfaces been cleaned and sanitized?
3. Have the floors been swept of debris?
4. Have the garbage cans been emptied, taken to the dumpster, and liners replaced?
5. Have all the lights been turned off?
6. Have all your belongings and supplies been retrieved?

GENERAL INFORMATION

1. Wi-Fi Network - ORLC Guest Password - Rejoice1
2. If you encounter a safety or medical issue, please do not hesitate to contact the police.
 - Police or Medical Emergency: 911
 - Non-Emergency Police: 406-442-3233
3. In case of emergencies, contact:
 - Jerry Hoover 406-431-2303
 - Lori Walter 406-431-5906

Our Redeemer's Lutheran Church
3580 North Benton Avenue
Helena, MT 59602
406-442-7842
orlc@ourredeemerlives.org



3580 North Benton Avenue, Helena, MT 59602

Facility Use Application and Agreement

Date of Application _____

Group or Individual requesting use _____

Authorized Representative of group _____

E-mail _____

Address _____

Phone: (Home/Cell) _____

Event Contact (If different than Representative) _____

Phone (Home/Cell) _____

Nonprofit 501(c)(3) Yes___ No___

Purpose for Building Use _____

Date(s) needed _____

Start Time _____ End Time _____

Will the event be recurring?

One time only Monthly Weekly Multiple Days

Which day(s) of the week?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Rooms Requested:

Sanctuary Community Room Great Room Kitchen Conference Room Sewing Room

Anticipated Number of Participants _____

Will a participant fee be charged? Yes No

Will food or drink be consumed? Yes No

Special Needs or Requests _____

Release and Indemnity

This Release and Indemnity agreement is between the above-named User and Our Redeemer’s Lutheran Church.

The undersigned has read, understands, and agrees to the rules and regulations, and payment terms outlined in the Facility Use Application and Agreement and Fee Schedule provided. The user group is liable for damage to the buildings, grounds, furniture, and/or equipment, and for the safety of all guests. The user group will be held responsible for repair costs exceeding normal wear and tear. The user group also agrees to indemnify and hold harmless Our Redeemer’s Lutheran Church from any loss, damage, or liability to property or persons resulting from facility use.

Signature _____

Print Name _____

Title _____

Credit Card Number (Required) _____

Exp. Date _____ CVV Code _____

Billing Address _____

Internal Use Only	
____ Request Approved	____ Request Denied
Total Fee(s)\$ _____	Reason for denial _____ _____
<input type="checkbox"/> Request approved/denied	
<input type="checkbox"/> Payment Received	
<input type="checkbox"/> Insurance Certificate Received	
<input type="checkbox"/> Entered in Calendar	
<input type="checkbox"/> Staff Notified	