



FACILITY USE POLICY & APPLICATION

STATEMENT OF BELIEF

ILCW is part of The Lutheran Church—Missouri Synod (LCMS) which is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

Therefore, we believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, this congregation accepts without reservation the writings contained in the Book of Concord: (The Confessions of the Evangelical Lutheran Church) and agrees to conform all our teaching and practice to the Scriptures and the Confessions. In order to conform to the Scriptures and the Confessions, we issue the following statements of belief.

Statement of Belief on Marriage, Gender, and Sexuality:

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

However, we also believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of ILCW.

Statement of Belief on the Sanctity of Human Life :

We also believe all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically and/or intellectually disabled, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

Eligibility

Immanuel Lutheran Church and School welcomes the use of its facilities by members, the larger church, and non-profit public service groups whose objectives are deemed to be fitting with those of the congregation. No member or non-member business events are eligible. Non-member personal events (anniversaries, birthdays, graduations, etc.) may be approved individually.

Scheduling

Congregational events have scheduling priority. All events shall be scheduled through the church office. To avoid conflicts, the master calendar will be kept by the church secretary.

Application for Use

An "Application for Building Use" form shall be filled out for special congregational events and all events sponsored by others. Space needs and arrangements should be explained on the application.

Applications for recurring use of the building must be renewed annually. Recurring use of the building is subject to the changing space requirements of the church and school. The application for recurring use is not a contract and may be changed or terminated by the church at any time.

All application forms shall be filed with the required fee, if any, at least ten (10) business days prior to the proposed date for use.

At the time the contract is signed, groups using the building for more than a one-time use must provide either:

- a. A certificate of insurance for the group; or
- b. A "Release and Hold Harmless Agreement" signed by all members of the group.

Fees

Cancellation penalty: 20% of rental rate if more than 2 weeks' notice is given, 50% of rental rate if less than 2 weeks' notice is given. 100% if no notice is given.

Use of Gym for Athletic Practices

Eligible Organizations	\$60 for 1 hour sessions or \$55 continuous use
Baseball/Soccer Fields (1½ hour session)	\$45 for continuous use, \$55 for one-time use

Use of Fellowship Hall/Cafeteria/Gymnasium (No cooking privileges)

For wedding receptions, family reunions, banquets, baby showers, bridal showers, anniversaries, birthday parties, and the like.

Members	\$50 to \$100/day custodial fee if necessary, + fee Based on the number of people:
25 or less:	\$50/day for 5 hour maximum rental
26-75:	\$100 for 2.5 hours or less \$150 for 2.5 – 5 hour maximum rental
76 or more:	\$200 for 2.5 hours or less \$300 for 2.5 – 5 hour maximum rental
Outside Groups	\$100 to \$250/day custodial fee PLUS fee Based on the number of people:
25 or less:	\$100/day for 5 hour maximum rental
26-75:	\$200 for 2.5 hours or less \$300 for 2.5 – 5 hour maximum rental
76 or more:	\$400 for 2.5 hours or less \$600 for 2.5 hours or more

Use of Classrooms

Eligible Organizations

No Charge if the room(s) is returned to its original condition prior to the event. However, \$100 custodial fee if deemed necessary by the MLT.

Use of Sanctuary for Weddings (See Wedding Brochure for additional fees)

Members

\$250

Non-Members

\$500

Use of Sanctuary for Musical Performances/Theatrical Productions

Eligible Organizations

\$75/day custodial fee PLUS:

\$250 one day/night event

\$375 two day/night event

Any use of audio/visual equipment must be pre-approved and coordinated by the Church technology coordinator.

The facilities may not be rented on New Year's Day, Good Friday, Easter, Thanksgiving, Christmas Eve or Christmas Day.

Equipment

No equipment or furniture shall be moved to different rooms or removed from church property without written consent from church or school staff. Borrowing of kitchen equipment or dishes must be pre-approved.

Conditions of Use

All groups using the building will be bound by the following conditions:

1. Building use is limited to the area requested and the restrooms.
2. Groups are liable for damage resulting from use of congregational property or equipment. See Agreement to Hold Harmless and Indemnity agreement.
3. Adult supervision will be provided for all events and children shall be restricted to the area their group reserves and the playground. Children shall not roam the premises unsupervised!
4. Use of the elevator is limited to those with special needs. Please keep children from using the elevator as a toy.
5. Kitchen Use-Please follow signage and clean out sinks, wipe down counters, and wash and return any towels and dish cloths used.
6. All rooms used shall be left in the same condition in which they were found.
 - Furniture, chairs, tables, etc., may be moved but must be returned to their original locations Please carry tables; do not drag them across the floor.
 - Floors are to be cleared of litter, dust mopped, and spills wet-mopped. Carpeted areas should be vacuumed. If a function occurs on Saturday, this is especially important because of Saturday night and Sunday worship activities.
 - Trash must be placed in plastic garbage bags and deposited in the church dumpster.

- Each group must dispose of or remove from the church premises any leftover food, unless leftovers are specifically marked and stored properly for later use.
 - Each group must provide its own table coverings, napkins, place settings, decorations, etc.
 - No scotch tape or pins may be used to hang decorations, etc., on church furniture or walls. Masking tape only may be used to hang decorations on walls.
 - No church instruments may be used or moved without express permission from the church.
7. Placement of signs, posters, etc. must be approved by the church office.
 8. Use of the sound equipment must be arranged in advance.
 9. Scheduled events may be altered due to funerals and other unexpected church needs.
 10. Any group that violates any of the guidelines and policies of this document will be prohibited from any future use of the facility.

Application for Building Use

Date of Application _____

Name of Organization _____

Name of Contact Person _____

Mailing Address _____

Phone Number - Cell: _____ Home: _____

E-Mail Address _____

Date of Use _____ Hours of Use _____

Recurring? Y or N Weekly Monthly Other _____

Room(s) Needed _____

Anticipated Attendance _____

Arrangements Needed (Please check)

_____ Chairs _____ Coffee pot(s) _____ Tables

_____ Sound System _____ Other (please specify)

I certify that I have read the accompanying "FACILITY USE POLICY & APPLICATION" and that I and all members of the group I represent will abide by it.

Signature _____

Title (if applicable) _____

RELEASE AND HOLD HARMLESS AGREEMENT

WHEREAS, I am about to participate in an event on my own initiative and upon my own assumption of risk;

NOW, THEREFORE, I do hereby waive and release any and all costs, damage, future claims, rights, and courses of action occurring in my favor as a result of personal injuries or property loss while participating in said activity against Immanuel Lutheran Church & School Wentzville, and/or any members, officers, and/or authorized agents of the above described; and, hereby covenant and agree with them that no suit or action of law shall be instituted for the above reasons by me or others on my behalf or in my right.

Having read and fully understood the above, I certify that all information provided is true and correct, and freely sign this Release and Hold Harmless Agreement.

SIGNATURE _____

DATE _____ PRINTED NAME _____

PARENTAL INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned is the parent and/or legal guardian of the child participating in events at **IMMANUEL LUTHERAN CHURCH AND SCHOOL** and understands that participation in such events could cause injury and damages to the child. The undersigned agrees to hold **IMMANUEL LUTHERAN CHURCH AND SCHOOL** harmless for and account of any liability or money damages which might occur for and account of such activities. The undersigned further agrees to indemnify and hold **IMMANUEL LUTHERAN CHURCH AND SCHOOL** harmless for and account of any such liability, injuries or damages resulting from the minor's participation.

This Agreement shall remain in full force and effect until revoked by the undersigned in writing and delivered to **IMMANUEL LUTHERAN CHURCH AND SCHOOL**.

Dated this _____ day of _____, 20____.

PRINT NAME/NAMES OF PARTICIPATING MINOR(S):

Minor participant

Minor participant

PARENT AND/OR GUARDIAN