

Family Life Center (FLC) Guidelines

For

Zion Friedheim Lutheran Church, 10653 N 550 W Decatur, IN 46733

The church's philosophy for the use of this facility

The primary purpose of Zion Friedheim Lutheran church's facility is for the functions and activities of the congregation in its ministries. Any other use of the facility is expected to be in harmony with the principles and standards of the congregation.

Scheduling Considerations

- : Events not scheduled in the Church's master calendar may be precluded by events that were previously scheduled.
- : Scheduled requests shall be considered in the order they are received.
- : The Church Council reserves the right to preclude any group from using the FLC if such use is deemed to be outside the mission of the Church.
- : All those desiring to reserve the FLC/kitchen must fill out the FLC Building/Equipment Use Application (attached to this document) and submit it to the church's office for approval.
- : Non-member usage has not been approved at this time and will be considered in the future.

Rules for the use of the facility

- : Smoking is prohibited inside the building.
- : A licensed bartender must serve any alcoholic beverages at wedding receptions at the FLC.
- : All of the church's cookware, plates, and utensils must be properly washed after use and returned to their proper places.
- : All kitchen towels and rags must be taken home, laundered and returned to the kitchen promptly after use.
- : All tables must be covered to ensure spills don't stain the tables.
- : All surfaces must be wiped clean and sanitized - countertops, stove handles, tables and chairs.
- : Floors must be swept & mopped
- : All areas of the restrooms must be clean and the trash must be emptied.
- : All the trashcans at the FLC must be completely empty & re-lined with clean trash bags before leaving and trash must be taken home.
- : All chairs & tables must be put away or returned to the way they were set up.

Approved: April 25, 2021

Building Clean-up List

Main area: Floors cleaned _____
Trash emptied _____
Room tables & chairs returned to original state _____

Kitchen: Floors clean _____
Cookware, utensils, dishes cleaned & put away _____
Sink cleaned _____
Appliances cleaned _____
Counters cleaned _____
Towels and rags taken home, laundered and returned _____

Bathrooms: Floors cleaned _____
Trash emptied _____
Toilets respectable _____

Building: All trash has been emptied and taken home _____
All lights have been turned off _____
All leftover food and drinks have been taken home _____

Responsible Friedheim member (print Name) _____
Date: _____

Friedheim Staff:-Condition found of building: Satisfactory____ Unsatisfactory____

Comments:

Family Life Center (FLC)

Use policy

The primary purpose of Zion Friedheim's facilities is for the functions and activities of the Congregation and its ministries. Any other use of the facilities is expected to be in harmony with the principles and standards of the congregation. The use of the facility is for the purpose of outreach as a mission for God's Word and fellowship.

1. **Celebrations** - A donation* of the following amounts will be requested based off of capacity/usage:
 - a. \$75 for half capacity (125 people or less – i.e.. bridal shower, birthday party)
 - b. \$150 for full capacity (126 to up to 250 – i.e.: graduation parties)
2. **Wedding/Reception** A donation* and deposit will be requested:
 - a. Donation of \$500, which includes liability insurance. A form must be completed and returned for the insurance 4 weeks prior to the event. Please speak with the Pastor about the form.
 - b. A deposit of \$100 will hold your date. This deposit will be returned unless one of the following happens:
 - i. The facility is not in the same condition it was found (clean and organized with tables and chairs in the same position and trash removed). **OR**
 - ii. You schedule/request the facility to be cleaned by a janitor after your event.

If there is going to be alcohol served at your wedding reception, you must have an off-duty police officer present.

*Donations will be payable to the church to cover the necessary costs of utilities, upkeep, etc.

3. Use of our facilities are strictly for members only, currently. This will be reviewed again in the next year.
4. Use of the facility for any event is limited to the main activity space, restrooms, kitchen and access to storage. Requests for additional rooms will need to have approval.
5. All alcoholic beverages must be confined inside the building.
6. Events not scheduled in the church's master calendar may be precluded by events, which were previously scheduled.
7. Scheduled requests shall be considered in the order they are received.
8. The Church Council reserves the right to preclude any group from using the Family Life Center if such use is deemed to be outside the mission of the Church.

Approved: April 25, 2021

FAMILY LIFE CENTER (FLC) BUILDING/EQUIPMENT USE APPLICATION

for

Zion, Friedheim, Lutheran Church, 10653 N 550 W, Decatur, IN 46733

1. Name of Applicant: _____
Address: _____ City: _____ State: _____
Home/Cell Phone: _____ E-Mail Address: _____
2. What is your intended use of the facility? _____
3. What is the date of your function? _____
4. What time is your function? Start _____ End _____
5. How large of a group are you expecting? _____
6. Use of the FLC gives you access to the main activity space, restrooms, and the kitchen. Will you need additional rooms? **YES NO** If yes, which rooms are requested? _____

7. Will you be serving food in the FLC? **YES NO**
8. Have you read our Guidelines and Rules for using the FLC and agree to abide by this policy? **YES NO**
9. If you are having a wedding reception, please request the insurance form from the pastor and return it four weeks prior to your event. Also plan to schedule an off-duty police officer for your event. If serving alcoholic drinks, a licensed bartender is needed at your event.

Applicant's Signature _____ Date: _____

FOR OFFICIAL CHURCH USE ONLY

Date Received: _____

Deposit Received: _____ Janitor requested and scheduled: _____