

# Tree of Life Lutheran Church

## Building Usage Policy and Guidelines

Tree of Life Lutheran Church provides this facility and furnishings for the benefit of our membership and constituents. We also make our facility available to our community. Since there will be many groups using this area, please abide by the following guidelines.

Furnishings and equipment are church property and are not to be taken outside the facility or loaned out without prior approval of the Pastor and/or the Building Committee.

Basic Guidelines:

1. Use of facilities must be scheduled through the church office by completing a "Building Use Request Form".
2. The person completing the paperwork is solely responsible for everything that takes place on church property. This includes clean up as well as any damage compensation.
3. Approval for use by a group or organization is for a designated area only and does not grant group access to the entire facility.
4. Smoking is prohibited in building. Alcohol is prohibited in building or anywhere on property.
5. Children must be under constant adult supervision. At no time are children permitted to be alone in any room of the building or on the church grounds (including playground area).
6. Use of resources (i.e. television, VCR/DVD player, coffee maker, etc.) is available upon prior request and agreement.
7. Groups are responsible for all drinks and refreshments, including paper plates, napkins, cups, etc. (Do not use the church's resources of these items.) Church will provide garbage bags, cleaning supplies and use of dishes, serving utensils, punch bowl, or other pots/pans. We do have an ice machine and you are allowed to use ice.
8. The group leader will be responsible for the following:
  - 8.1. Checking out keys from the office, if needed.
  - 8.2. Setup and tear down of tables, chairs, and equipment. For the fellowship hall you will place the tables and chairs and all other items back in their original position. Any extra tables and chairs used when renting the fellowship hall need to be put back.
  - 8.3. Cleanup (Cleaning supplies can be found in the top cabinet to the left of the sink in kitchen. A broom, dust mop, dust pan, wet mop, and vacuum can be found in the closet before the bathrooms in the hallway right outside the kitchen.)
    - 8.3.1. Thoroughly clean kitchen area, stove, countertops, etc. (if used).

- 8.3.2. Sweep kitchen and mop if needed. (if used)
  - 8.3.3. Wipe off all tables and chairs with a damp cloth
  - 8.3.4. All garbage is to be taken out to the dumpster located in the back of the parking lot of the fellowship hall. Please replace all trash cans with new liners. The 55 gal liners and the clear liners can be found in the bottom cabinet to the left of the sink.
    - 8.3.4.1. No leftover food or drink items are to be stored in the refrigerator or freezer. Throw items out or take them home. Don't leave them to accumulate.
    - 8.3.4.2. All dishes, pots and pans, utensils must be washed, dried and put in their proper places. Dish towels are available but are to be taken home by responsible party to be laundered and brought back promptly.
    - 8.3.4.3. Check restrooms for cleanliness – wipe around sink area, toilets flushed, etc.
9. Ensure lights are turned off and building is locked prior to leaving.
  10. Return borrowed keys to the office when finished the same day of rental by placing them in the mail box in front of the sanctuary or bring them into the church office on the next regular business day.
  11. Church offices, phones, copiers and computer equipment may not be used by anyone.
  12. Tree of Life, its officers and members are not responsible for injuries occurring on or in property during the usage of said facilities and shall be held harmless.
  13. Care should be taken for security of participants and possessions. Tree of Life, its officers and members are not responsible for any loss of material items.
  14. Failure to abide by this policy and guidelines may result in the denial of future requests to use the facility.

# Tree of Life Lutheran Church Building Usage Agreement

1. If any property of Tree of Life Lutheran Church is damaged by the act, default, or negligence of LESSEE or of LESSEE's patrons, guests, or any person that enters the leased property, LESSEE will pay to Tree of Life Lutheran Church, upon demand, such sums as shall be necessary to restore said premises to its condition at the time that the Lessee began use of the facility.
2. Lessee agrees to indemnify and hold harmless Tree of Life Lutheran Church, Conroe, Texas, its officers, and members from any and all claims, demands, causes of action, costs, and expenses, including, but not limited to, attorney's fees and expenses, arising out of, connected with, or occurring while Lessee is on or using the property owned by Tree of Life Lutheran Church that specifically includes, but is not limited to, the premises listed in the lease agreement.

## **EXECUTION OF AGREEMENT**

**I CERTIFY THAT ALL THE INFORMATION I HAVE PROVIDED IN THIS AGREEMENT IS CORRECT. I WILL ABIDE BY ALL RULES CONTAINED HEREIN AND AGREE TO PAY ALL APPLICABLE FEES AND DEPOSITS.**

---

Signature of Lessee

---

Date