



EMMAUS LUTHERAN CHURCH

2500 S Volusia Ave
Orange City, FL 32763
(386) 774-9676

FACILITY USE GUIDELINES

The facilities of Emmaus Lutheran Church are available to the community for a variety of social, civic, and educational events. Priority for use shall be given in the following order:

Spiritual – Use of the facility for spiritual purposes shall be given the highest priority and takes precedence over all other uses.

Charitable - Use by non-profit charitable organizations providing service to the community has next priority.

Educational and Civic – groups that support educational and other civic interests are welcome and will be given third priority.

Special Use – Use of the space by other non-profit organizations will be at the discretion of the Congregation Council. Because of our non-profit status, our facilities shall not be rented by for-profit organizations.

GUIDELINES

1. The sanctuary is a place of worship and will be treated as such. Speech and personal actions shall reflect that you are in the Lord's house. Use of the Sanctuary by outside groups for anything other than worship, funerals, and weddings may be permitted only after approval by the Senior Pastor.
2. Groups obtaining permission for use of specific rooms shall restrict their activities to these rooms and the nearest hallway and restrooms. Organizational leaders using any portion of the facilities shall not allow guests to roam freely outside of the immediate area. Adults shall supervise children and youth at all times.
3. Outside groups using the facility on a regular basis must update contact information as necessary during the year and must reapply for usage each year.

4. All persons using the facility must adhere to the no smoking policy in the buildings. Drugs, alcohol, and gambling are prohibited on the premises.
5. Tables and chairs provided for use may be relocated to suit the function and must be returned to their original position at the conclusion of the activity/event.
6. Groups using the facility are responsible for cleanup. At the conclusion of the activity/event trash receptacles shall be emptied into the dumpster provided at the back of the parking area.
7. The security, fire detectors, and heating/air conditioning thermostats may not be adjusted unless you have received separate instructions and authorization to do so.
8. All lights and fans must be turned off and all exit doors locked after the conclusion of the event.
9. Pianos and the Sanctuary organ shall not be used without specific permission by the Senior Pastor or Music Director.
10. **Only fasteners that leave no residue may be used on any walls, ceilings, or floors. All decoration must be removed at the conclusion of the activity/event.**
11. The buildings and grounds will be left in the same condition as they were found, including replacement of any furnishings.
12. Emmaus Lutheran Church does not accept liability or responsibility for personal injury or property losses incurred during use of the church facilities. Users shall assume full liability for injuries occurring to any persons who are on the property as a result of the users activity/event.
13. All groups/persons requesting use of the facilities must complete the attached Application For Facility Use.

KITCHEN USAGE

1. Kitchen must be left as it was found.
2. Any non-church group must supply its own paper products, supplies, and food.
3. All kitchen utensils that are used must be washed, dried, and put back in place.
4. All trash must be disposed of properly and placed in the dumpster provided at the back of the parking area
5. The kitchen floor must be swept and wet mopped.

FEE SCHEDULE

Adjustments to these fees may be made for groups that meet regularly at Emmaus on a case-by-case basis as determined by the office staff and/or Congregational Council President.

FACILITY	UP TO 4 HOURS	UP TO 8 HOURS
Fellowship Hall	\$200.00	\$300.00
Emmaus Room	\$75.00	\$125.00
Kitchen	\$100.00	\$150.00
Sanctuary	1 – 2 Hours	\$100.00
	3 – 5 Hours	\$200.00
	6 – 8 Hours	\$300.00
ADDITIONAL CHARGES THAT MAY BE APPLICABLE		
On site representative of Church to open facility, be present during activity/event and close facility		\$10.00 per hour
Custodial services		\$15.00 per hour
Deposit – required which will be refunded upon proper clean up of facility.		\$50.00

FACILITY USE FORM

By signing in the space provided below, the party or parties signing this disclaimer certify that they have read and understand the guidelines as listed including guideline #12 specifically dealing with liability for injury and/or loss. The signers will be responsible for bringing these guidelines to the attention of all others involved in the program/activity/event.

(Name of Group/Organization) (Date)

(Print Name) (Signature)

(Print Name – Witness) (Signature – Witness)