



10111 East Eagle River Loop Road
 Eagle River, Alaska 99577
 907-694-9601
 joylutheran@gmail.com

Joy Lutheran Church – Building Use Agreement

Required Fees and Suggested Donations

The building and property of Joy Lutheran Church are a resource for the community, and we welcome usage by groups and organizations serving our community. However, Joy is a non-profit organization, and it takes money to pay for the building utilities, repairs, maintenance, etc. Therefore, we anticipate building users to make a donation to the church. Here are suggested minimum donation amounts for various uses.

Please remember that Joy Child Development Center is strictly off-limits!

Event/Location	Donation Amount
Small Meetings	
Library	\$35.00
Large Meetings	
Brause Fellowship Hall	\$75.00
Narthex Only	\$35.00
Narthex and Kitchen	\$50.00
Recitals and Concerts	
Sanctuary (includes use of Narthex, but not kitchen)	\$100.00
Weddings	
Sanctuary (includes use of Narthex and Kitchen) (no-fee for members)	\$250.00
<i>(Please see our separate form for wedding usage and other fees for additional needs.)</i>	
Car Washes	
Front Parking Lot Usage	\$50.00
Funerals	
Sanctuary (includes use of Narthex and Kitchen)	No Cost

This area for use by Joy Staff Only – **Approved by:** _____

Date to pick-up key: _____ **(return key within 24 hours of event ending)**

Your Personalized Lock Box Code: _____ (this code will be immediately changed upon return of your key. If key is not returned, you will not be authorized to use our space again.)

ORGANIZATION/PERSON REQUESTING USE _____

LOCATION TO BE USED (see page 1) _____

DATE(S) OF USE _____

TIME NEEDED: (including time for set-up and cleaning)

FROM _____ : _____ a.m./p.m. to _____ : _____ a.m./p.m.

ARE YOU CHARGING AN ADMISSION FEE? YES NO Amount: \$ _____

PURPOSE OF USE _____

SPECIAL EQUIPMENT NEEDS _____

OTHER SPECIAL REQUESTS _____

The person requesting building use is responsible for compliance with all rules listed in this document. Failure to adhere to these rules by any person in your party may result in you or your organization not being allowed to use our building in the future.

All building requests must be submitted to the Office Administrator at Joy Lutheran Church by e-mail or in-person and be subsequently approved by the Office Administrator, Pastor, or the church's Executive Officers.

AUTHORIZED INDIVIDUAL & POINT OF CONTACT

Name _____ Phone Number: _____

Mailing Address: _____ City: _____ State: _____

Email Address: _____

Special Notes (optional):

KEYS

If approved, keys will be made available for pick-up within 24 hours of your scheduled building use. The only person permitted to pick-up keys is the person listed on the building use agreement. For Building Users, only the Authorized Individual will be provided a key to the building and dumpster. These keys must remain in the possession of the Authorized Individual and are not to be transferred to any other individuals. Users are not permitted to make copies of any keys provided by Joy Lutheran Church.

Keys must be returned immediately after the scheduled event. You must report lost keys to Joy Lutheran Church immediately. If keys are not returned in a timely manner, you or your organization may not be allowed to use our building in the future.

AFTER-HOURS EMERGENCY CONTACT

In the case of a serious emergency, call 9-1-1 (examples of a serious emergency include but are not limited to: a fire on the property, act of violence, or hazardous maintenance/utility issue). If there is an urgent non-serious problem that relates to the usage of Joy Lutheran Church, please call (907) 531-7317. If your call is not answered immediately, please leave a message and continue to call periodically. Do not call this number for questions or equipment requests.

GENERAL BUILDING USE RULES

Please initial beside each point after it has been read.

- _____ 1. **Joy Child Development Center and playground are strictly off-limits.** There are no exceptions. This is not a play area for children while you use the building.
- _____ 2. Alcohol, smoking, drug usage, disrespectful music, use of foul language, and fighting are not allowed in the building or the surrounding property and become grounds for immediate and permanent loss of building privileges. If you cannot refrain from smoking, please proceed to walk out to the sidewalk near Eagle River Loop Rd. where smoke will not blow into the building.
- _____ 3. **No food or beverages are permitted in the Sanctuary.** In general, use of the Sanctuary is reserved for Sunday worship services, weddings, and other church-related uses. The Sanctuary may be reserved for other events on a case-by-case basis for such events as musical concerts, or other special gatherings.
- _____ 4. **Children under the age of 18 must be supervised at all times.** There are no exceptions. Children are not permitted to wander the building alone and/or disrupt other groups using the facility.

_____ 5. **If children under the age of 18 are present, there must be two adults present at all times** (unless the children are accompanied by a parent/guardian). We take the safety of children seriously at Joy Lutheran Church.

_____ 6. Building Users are not allowed to access any offices belonging to Joy Lutheran Church staff.

_____ 7. Pianos will only be used with prior preapproval. We do not want anyone playing around on the pianos or setting items on top of them, even if they are covered.

_____ 8. You must provide all materials for your event. Joy Lutheran Church will not provide use of supplies including paper plates or napkins, plastic utensils, or office supplies.

_____ 9. You are expected to leave the church exactly as you found it. Please return chairs and/or tables to their proper locations when finished. Contact the office manager if you have any questions.

_____ 10. Furnace Rooms are not to be accessed at any time except for retrieving and returning a vacuum. You are strictly prohibited from storing any items in any Furnace or Electrical Room. It is unsafe to do so.

_____ 11. Any spills must be cleaned up immediately. If stains occur on carpet or other items, you and your group will be responsible for professional cleaning charges. A post-event checklist will be provided to Building Users and required to be turned in to Joy Lutheran Church post-event. Joy Lutheran Church staff or council will compare your post-event checklist to our post-event checklist. If it is deemed that anything is out of sorts, we will contact the Authorized Individual.

_____ 12. The use of Joy Lutheran Church to sell merchandise for profit is prohibited. Joy expects 100% of all profits (minus building usage fees) to go to the church as a donation, a pre-specified charity, or non-profit group/fundraiser. Using the church for your personal financial gain is strictly prohibited.

_____ 13. Turn off all lights and close and lock all windows before exiting the building. Check locked doors to ensure that they have latched.

_____ 14. Any trash should be disposed of after your event. Restrooms should be cleaned up.

_____ 15. Keys are to be returned to the office manager in-person or placed in the exterior lock-box by the front door immediately after the conclusion of your event.

Failure to comply with these rules may result in loss of privileges for future use of Joy Lutheran Church. Any and all damage caused by your group will be replaced, repaired, or professionally cleaned at your expense.

RULES FOR USE OF SANCTUARY & NARTHEX

The Sanctuary and Narthex are central gathering spaces for Joy Lutheran Church. We ask that you treat these spaces with the upmost care and respect. Building Users may arrange chairs and tables in the Narthex as needed to suit your event but may NOT be rearranged in the Sanctuary. Two bathrooms are provided adjacent to the Narthex with one having a changing table for infants.

1. **Food and/or beverages are not permitted in the Sanctuary.**
2. Chairs may not be removed from the Sanctuary or re-organized in anyway. Exceptions may be granted by the Office Administrator, Pastor, or Executive Officers.
3. If you bring any chairs or tables into the Sanctuary from the Narthex or other rooms, you must return them when you are finished.
4. **The Baptismal Font, Communion Table, and Pulpit may not be moved.**
5. **You may not place any items on the Baptismal Font or Communion Table.**
6. Building Users are strictly prohibited from entering the Sacristy or Electrical Rooms at the front of the Sanctuary.
7. Building Users may use the Family Room at the back of the Sanctuary as needed. Do not remove or add any items to/from this room.
8. Building Users may not remove any banners or other decorations in the Sanctuary or Narthex.
9. Building Users may not use or alter the Narthex boards.
10. Microphones are available for use. Building Users must request their use in advance and be available for someone to instruct them on how to turn them on/off.
11. Building Users are strictly prohibited from entering the Sound Room except if authorized to use the microphone system.
12. Pianos will only be used with prior preapproval. We do not want anyone playing around on the pianos or setting items on top of them, even if they are covered.
13. **Building Users must complete the check-out checklist and return to the Office Administrator.**

The person requesting building use is responsible for compliance with all rules listed in this document. Failure to adhere to these rules by any person in your party may result in you or your organization not being allowed to use our building in the future.

Name of Authorized Individual: _____

Signature: _____ **Date:** _____

RULES FOR USE OF KITCHEN

Please put a check mark in the box to the left if you or your party is hiring someone to utilize the kitchen for cooking or meal preparation – this includes professional caterers. If so, the person hired to utilize the kitchen must read the policies stated below and promise to abide by these rules as indicated by their printed name, signature, and date.

- If a professional/business is hired for catering, cooking, or meal preparation and is utilizing the stove and/or oven, or other devices used for cooking, they must provide proof of liability insurance or sign and acknowledge these kitchen rules.
- Users must provide their own supplies. You are not authorized to use paper towels, napkins, plates, or plastic silverware located inside the kitchen for your event.
- Users must remain with the oven and/or stove when they are turned on.
- Users must provide their own plates, utensils, and cups/mugs.
- Users are allowed to use kitchen items used for meal preparation and cooking.
- Users must wash all items used which belong to Joy Lutheran Church.
- Users must wipe all kitchen surfaces include stovetop (if used) and counters.
- Users must clean any food messes on the floor.
- Users must report any maintenance or hazardous issues immediately to Joy Lutheran Church or designated contacts.
- If any bandages or other first aid items are used from the provided first aid kit, please report this to Joy Lutheran Church so the items can be re-stocked.
- Users must replace all items to their original places within the kitchen.

If building users do not abide by these policies, they may not be allowed to use our facility in the future. Building users will be contacted and offered the opportunity to rectify the situation.

Name of Individual Using Kitchen: _____

Signature: _____ **Date:** _____

Name of Authorized Individual: _____

Signature: _____ **Date:** _____

RULES FOR CAR WASH EVENTS

1. At least one adult (at least 18 years of age) must be on site at all times.
2. The church does not provide car wash hoses and hose bib usage is restricted to the front hose bib (facing Eagle River Loop Road). A splitter will be needed for multiple hoses.
3. The hose bib in the Joy Child Development Center playground is off-limits.
4. The Joy Child Development Center playground is off-limits.
5. Building access must be requested prior to the event, and will be for restroom use **only**. A key will be issued to one adult prior to the event, and that key **must** stay with that individual. Keys are not transferable. If the key holder leaves the church area, the door is to remain closed and locked. There are no exceptions.
6. At no time is it proper or permitted to stand in the road or median to advertise an event.

Failure to comply with these rules shall result in loss of privileges for future use of Joy Lutheran Church. Any and all damage caused by your group will be replaced, repaired, or professionally cleaned at your expense.

Name of Authorized Individual: _____

Signature: _____ **Date:** _____

RELEASE AND WAIVER OF LIABILITY

The undersigned hereby releases and forever discharges Joy Lutheran Church, its administrators, agents, assigns, and all other persons, firms, corporations and institutions, who it might be claimed to be liable, none of whom admit any liability from any and all claims, demands, actions, causes of actions or suits of any kind or nature whatsoever and particularly on account of all injuries known and unknown, both to person and property, which have resulted or may in the future develop from any accident which might occur as a result of any social, educational, athletic, or any other event or activity held at Joy Lutheran Church on the date of use listed below. The undersigned hereby declares that the terms of this settlement have been completely read and are fully understood and voluntarily accepted for the purpose of making a full and final compromise adjustment and settlement of any and all claims, stipulated or otherwise, on account of the injuries and damages above mentioned, and for the express purpose of precluding forever any further or additional claims arising out of any possibility of accident by the undersigned.

It is further agreed that the release expresses a full and complete settlement of liability, regardless of the adequacy of this aforesaid and that the acceptance of this release shall not operate as an admission of the liability on the part of anyone, nor as estoppel, waiver, or bar with respect to any claim the part or parties release may have against the undersigned.

This release is binding on my heirs, executors, assigns and administrators.

This is a voluntary release for any and all injuries or accidents that take place on the date of use listed below. The undersigned is aware of the risks of attending, traveling to and participating in social, athletic and all other events and hereby assumes all risks. The risks include those foreseen and unforeseen, known, and unknown.

I have read and understand all of the above on this, the _____ of _____, 20__

Printed Name: _____

Signature: _____ **Date:** _____

LONG-TERM USE AGREEMENT – *if applicable*

to be filled out by Joy Lutheran. This page not required for building’s single-use.

Church Staff: _____ Date _____

This agreement is between **Joy Lutheran Church** (“Owner”) at 10111 E. Eagle River Loop Road, Eagle River, Alaska 99577 (Phone: 907-694-9601) **and**

_____ (“User”) at

_____ (organization mailing address)

User Contact Person(s):

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Room(s) Requested: _____

Day(s) Requested: _____

Time: FROM _____ : _____ a.m./p.m. to _____ : _____ a.m./p.m.

Appx. Number of people attending: _____

Donation: _____ (see page 1 for suggested donations) Received on: _____

Key(s) Issued? YES NO How many? _____

Keys may not be transferred. The new keyholder must come to the office to complete a new form.

Special Event Liability Insurance with a combined single limit of not less than \$1,000,000 for each occurrence is required for all groups of over 10 people meeting on a regular basis; i.e., weekly or monthly. A copy of certificate must be presented to church office.

Certificate Received? YES NO

Copy of Driver’s License Received? YES NO

Church Staff Signature: _____

CHURCH COPY - CHECKLIST FOR BUILDING USAGE
to be filled out by Joy Lutheran.

Condition of Room Prior to Use: _____

Condition of Room After Use: _____

Did User Vacuum Space? _____ YES _____ NO

Did User Clean Bathroom? _____ YES _____ NO

Did User Pick Up ALL Garbage? _____ YES _____ NO

Did User Make Sure ALL Interior Doors are Closed? _____ YES _____ NO

Did User Make Sure ALL Windows are Closed? _____ YES _____ NO

Did User Turn Lights Off? _____ YES _____ NO

Did User Make Sure Exterior Doors are Closed and properly locked? _____ YES _____ NO

Has User Returned Key? _____ YES _____ NO

Description of Damaged Property: _____

Total Fee Charged to User for Damages if applicable \$ _____

Is User Approved for Further Building Use at Joy? _____ YES _____ NO

Other Notes: _____

BUILDING USER COPY - CHECKLIST FOR BUILDING USAGE

to be filled out by Building User.

Complete this check-list as soon as you are done with your event.

This paper is to be returned with the key to the office manager. If you are returning your key to the office in-person, provide this filled out checklist to our office staff. If you are returning the key to the exterior lock box, please fold this paper and place it through the mail slot that is located next to the front door.

- Does the Space We Used Look Exactly How it Was Prior to Use? _____ YES _____ NO
- Did We Vacuum the Space that We Used? _____ YES _____ NO
- Did We Clean the Bathroom in the Space that We Used? _____ YES _____ NO
- Did We Pick Up ALL Garbage? _____ YES _____ NO
- Did We Make Sure ALL Interior Doors are Closed? _____ YES _____ NO
- Did We Make Sure ALL Windows are Closed? _____ YES _____ NO
- Did We Turn Off ALL Lights in the Space that We Used? _____ YES _____ NO
- Did We Make Sure Exterior Doors are Closed and Properly Locked? _____ YES _____ NO
- Did We Return the Key? _____ YES _____ NO

If property damage has occurred, it must be disclosed immediately.

Description of Damaged Property: _____

Return this checklist with the key to Joy Lutheran Church’s office staff or place in the mail slot.

For questions, call 907-694-9601 or email joylutheran@gmail.com.

Thank you for choosing Joy Lutheran Church for your event. Have a Blessed Day!