ABIDING LOVE LUTHERAN CHURCH
FACILITY USE

Abiding Love Lutheran Church (ALLC) will make its facilities available to groups and individuals as outlined in this policy and as approved by the Abiding Love staff.

BUILDING AVAILABILITY

The ALLC facilities are available for use by the following:

- ALLC sponsored activities
- Non-profit events
- Community forums
- Private events

The ALLC facilities are not available for use by the following:

- Partisan political groups
- For-profit organizations or individuals
- Organizations whose activities conflict with the mission, goals and doctrine of ALLC

Events will not conflict with ALLC worship services or activities.

All groups or individuals using the ALLC facilities are required to complete a Facility Use Agreement.

ALLC facilities may be reserved for use during the following hours, based on availability:

- Sanctuary: The Worship Center Sanctuary should be reserved for worship services and ALLC activities, weddings and wedding rehearsals, and ceremonies. Other use of the sanctuary is subject to special approval.
- Activity Center:
    - Friday, 6:00 pm to midnight
    - Saturday, 7:00 am to midnight
    - Sunday, 1:00 pm to midnight
    - Alternative use of the Activity Center will be based on availability.
- Classrooms, Library, Second Floor Commons, Music Room, and Narthex may be reserved based on availability and type of space needed.

The following spaces are available for use:

First Floor

- Sanctuary (maximum capacity 250)
- Classroom (maximum capacity – 20)
- Library (maximum capacity – 12)
- Music Room (maximum capacity – 40)
- Narthex (by special arrangement)

Second Floor

- Room 204 (Middle School Classroom) (maximum capacity - 25 seated)
- Room 203 (High School Classroom) (maximum capacity - 12 seated
- Common Area (by special arrangement)

Activity Center (maximum capacity with tables and chairs – 200; chairs only – 275)

SCHEDULING THE FACILITIES

To ensure no conflicts exist with scheduled events, all use of the ALLC facilities should be coordinated through the ALLC office.

All scheduling is done on a first-come basis. Groups will only meet in the rooms to which they are assigned.

RESERVATION PROCESS

1. Contact the ALLC office to check availability: 512-892-4040. If the desired dates are open, request a Facility Use Agreement, obtainable by email or through the ALLC office. Reservations should be made as far in advance of the event as possible.

2. Complete and return a Facility Use Agreement to the ALLC office. The completed Facility Use Agreement will be reviewed by the ALLC staff and responded to within seven days.

3. Following approval, the ALLC office will post the event on the Abiding Love calendar and will notify the applicant to arrange for a tour of the facility, pay fees, and reserve a key.

4. Applicants may pick up a key three days prior to the event. All fees are due to the Abiding Love office when the key is issued.

CANCELLATIONS AND RESCHEDULING

Emergency cancellation of an event for any reason other than inclement weather must be done through the ALLC office immediately. All fees will be returned within 30 days. Rescheduling the event will be based on availability.

CHANGES IN REGULAR MEETING SCHEDULES

Meetings or gatherings occurring on a seasonal or repeating basis should be reviewed annually through the ALLC office.

FACILITY USE EXPECTATIONS

The following shall apply to all individuals and groups using the facilities:

1. Set up and Clean up

- Each group or individual is responsible for the set-up, preparation, and clean up for specific events.
- Furniture and equipment used during the event is returned to its original storage area.
- Furniture and equipment should be thoroughly cleaned after the event. Cleaning fees will include floors and restrooms. Garbage and recycling should be placed in appropriate containers.

2. Restrictions

- ***No tape of any kind is to be used anywhere in the buildings***, including walls, floors or furniture. This includes scotch tape, blue painters' tape, and duct tape.
- Nothing shall be affixed to the walls.
- No fluids containing red dye is permitted.
- No glitter is to be used for decorating.
- No candles are to be used except for worship services and ceremonies in the sanctuary.

3. Children must be supervised by an adult at all times.

- Use of either playground or playground equipment is not permitted.

4. Possession and Consumption of Alcohol

The campus of Abiding Love Lutheran Church adheres to the following policy regarding possession and consumption of alcohol:

1.1. In accordance with Lutheran liturgical tradition and practice, wine and non-alcoholic grape juice will be served as elements of the Sacrament of Communion.

1.2. Possession or consumption of distilled spirits is forbidden at all times.

1.3. Provision and consumption of beer and wine may be approved for Church-sponsored or independent events on the campus, provided that:

a. State laws regarding alcohol consumption, including legal age and intoxication levels, apply at all times.
b. Sale of alcohol is forbidden at all times.

1.3 Approval of alcohol provision and consumption at Church-sponsored or independent events on the campus is at the sole discretion of the Church staff and shall be in accordance with all applicable Abiding Love policies.

1.4 Approval of alcohol provision and consumption at Church-sponsored or independent events on the campus may require indemnification of Abiding Love, additional insurance riders, the employment of TABC certified servers, security presence and/or any other measures determined by the Church staff.

1.5 All incidents of public intoxication on the campus will be referred to law enforcement.

5. Tobacco Use

- Abiding Love is a tobacco-free campus. The use of tobacco products and electronic cigarettes is prohibited.

6. Recycling

- Plastic, glass containers, cans, and paper not used for food items should be placed in the appropriate recycling container.

EQUIPMENT

Furniture and equipment may be used for on-site events only. No furniture or equipment may be borrowed for personal use or removed from the premises. Other equipment can be used away from the premises for ALLC sponsored activities with prior approval of the ALLC staff.

Media equipment in the Sanctuary or Activity Center may only be operated by a trained representative of ALLC. *There is a separate charge for this service*.

Media equipment must be re-set upon completion of the event.

The use of additional audio-visual equipment (such as a personal laptop for PowerPoint presentations) is permitted under the direction of a trained ALLC representative.

Ladders and lawn equipment may be loaned to ALLC members by special arrangement with the ALLC staff.

ACTIVITY CENTER KITCHEN USE

Ovens, microwaves, and dishwasher are available for use. Follow directions for operation, and clean after each use.

Clean equipment and counter tops after use.

Controls for the serving window doors are on the right side of the door.

The large refrigerator is available for use. ***All food used for an event must be removed from the kitchen and refrigerators.***

Ice machine

- Use only the blue scooper to remove ice from the ice machine. Rinse before using. Place the blue scooper back in the holder after removing ice.
- ***Do not remove ice with hands, glass, or other utensil.***

Coffee maker and carafes are available for use.

Cookware, dishes, utensils and flatware are available for use. These items should be thoroughly washed and returned to the same place after use.

The ADA regulated sink is for handwashing only.

Dishes should be cleaned in the sinks designated for washing, rinsing, sterilizing. The dishwasher may be used. Large pots and pans must be hand washed using the detergent provided. Hang used dishtowels in the pantry after use.

All decorations, paper products, and food used for an event should be removed after the event.

Paper products, coffee and other consumables must be provided by those using the facility and removed after the event.

WEDDINGS (See Wedding Policies and Guidelines)

FEES

The following fee schedule will apply to facility use by ALLC members, non-profit organizations, and private individuals or groups.

ALLC Events, ALLC Ministries, and Community Groups

Activities hosted or sponsored by ALLC and non-profit community groups may use the facility without fees. A monetary or in-kind donation may be arranged.

ALLC Members and Non-profit Organizations

ALLC members and non-profit organizations holding events with 50 or more attendees will be charged a cleaning and maintenance fee for one-time events. These may be waived or reduced by the ALLC Staff:

- Activity Center: $125
- Sanctuary: $125
- Deposit: No Deposit
- Media/Sound Technician: $75/hour

Private Individuals or Groups

A building maintenance, utility and cleaning fee will be charged to private individuals or groups:

- Activity Center: $500
- Sanctuary: $500
- Deposit: $300 *(non-refundable; due with completed Facility Use Agreement and applied to total fees)*
- Media/Sound Technician: $75/hour

ABIDING LOVE LUTHERAN CHURCH
FACILITY USE AGREEMENT

This form is to be completed by the person responsible for any event that takes place on the Abiding Love Lutheran Church campus. Facility reservation is confirmed when the signed agreement and fees are received. The original will be kept on file in the Abiding Love office and a copy will be provided to the responsible person.

Name of Event _____Date(s) of Event_____

Start Time _____ End Time_____ Set up/Clean up time needed_____ Number of Attendees_____

Organization _____

Purpose and Description of the event_____

_____

Area/Room(s) to be used _____
Event activities will be limited to these spaces only.

Other items needed (tables, chairs or media equipment) _____

_____

Media/Sound Technician Needed (*See additional fees*) _____

Alcohol will be served at this event _____ *(See Policy Regarding Possession and Consumption of Alcohol, Pg. 3)*

If this is an ongoing activity, specify any variations or breaks in the meeting schedule. During this time, space will be re-allocated as needed.

_____

_____

Name of Contact Person _____ Email _____

Mailing Address _____

Primary Phone _____ Secondary Phone_____

Abiding Love Lutheran Church agrees to provide the existing space and facilities for this event. Fees will be used to defray cost for utilities, restroom supplies, and cleaning services. I/We agree to follow the expectations specified in the Facility Use Policy. I/We agree to hold Abiding Love Lutheran Church members, council, leaders, and staff harmless and free of any claims of liability which may result from any injury, death, or loss of property. I/We acknowledge that we carry liability insurance which shall apply to and cover any such losses we may suffer in conjunction with our use of the Abiding Love facilities.

Signature of Contact Person _____ Date_____

ALLC Representative Approval _____ Date_____

Any individual or group receiving a key to the Abiding Love facility must complete and initial below.

Date _____ Key Issued by _____ Received By _____ Fees Received _____ Key Return Date _____

ABIDING LOVE LUTHERAN CHURCH
FACILITY USE AGREEMENT

FEE SCHEDULE AND RECEIPT

_____ ALLC/Ministries of ALLC Events

Activities hosted by ALLC and organizations considered to be ministries of ALLC, may use the facility at no cost. fees. An annual monetary donation or regular exchange of services is encouraged.

No Additional fees.

_____ ALLC Members and Non-profit Organizations

A cleaning and maintenance fee may be charged to members and non-profit organizations for one-time events with a minimum of 50 participants and requiring extended use of the kitchen and facilities. These may be subject to waiver or reduction by the ALLC staff.

Activity Center: $125	_____
Sanctuary: $175	_____
Deposit: N/A	_N/A_
Media/Sound Technician: $75/hour	_____
Total	_____

_____ Private Individuals or Groups

A building maintenance, utility and cleaning fee will be charged to private individuals or groups as follows:

Activity Center: $500	_____
Sanctuary: $500	_____
Deposit: $300	_____
(Non-refundable; due with completed Facility Use Agreement and applied to total fees)	
Media/Sound Technician: $75/hour	_____
Total	_____
Less deposit	_$300_
Balance due	_____

All fees are due to the Abiding Love office when a key is issued or three days prior to the event.

_____ Fees waived.