

Lutheran Church of Mahomet
410 E. Andover Drive, Mahomet, IL 61853
(217) 586-4786, lcmoffice@lcofm.org
Office Hours: M-Th 8am-1pm

LCM BUILDING USE FORM

(Revised October 4, 2017)

A. Scheduling

1. Initial requests for use of our facilities will be made with the LCM Church Office (see Contact Information above) and tentatively recorded on the master calendar. Tentative dates will be held for one week.
2. Use by 'for-profit' groups must be approved by the Church Council.
3. **All groups or individuals** requesting to use our facilities must complete the **Building Use Form** available on our website at: www.lcofm.org. The Building Use Form must be submitted to the LCM Church Office two weeks prior to the event.
4. Dates and times are not final until a properly-completed and signed Building Use Form is submitted and approved, and all fees and deposits are received.
5. **Any usage requests where alcohol will be served must be immediately submitted by the LCM Office Manager to the Council President for approval by LCM Council prior to the event.**
6. Church and church sponsored groups may submit requests at any time, however all recurring events must complete an annual renewal to reserve their times. The calendar year for building usage will run February 1 – January 31 each year, allowing the church office time after Christmas to prepare a church building use calendar. Thus, annual renewals are due in the church office by January 15th.
7. Individuals and Outside groups may submit a Building Use Request Form no earlier than three months ahead and no later than two weeks before the event.

B. General Rules for Building Use

1. All groups will restrict their activities to the areas they have reserved.
2. It is expected that usage of the facilities will end by 10:00 pm, unless special circumstances have been previously approved by the council or pastor.
3. All groups are responsible for their own set-up and tear-down. Any church equipment used must be properly cleaned and stored upon completion of the event. Tables and chairs must be wiped down and arranged as you found them.
4. Our metal garbage dumpster is located inside a wood-fenced enclosure outside the exterior kitchen door. **All trash must be bagged, well-tied, and deposited inside the metal garbage dumpster (not just thrown over the top of the fenced enclosure).**
5. Scheduled use of the facilities for church activities will not be changed for any group. Short notice church events such as funerals and funeral dinners will pre-empt other activities. The church is not liable for cost incurred in the last minute cancellation or moving of events due to emergency church needs.
6. No decorations, tape or thumbtacks are to be attached to our facility without prior approval. No decorations should be left behind.
5. No LCM equipment or property items are to be removed from the building. **Tables, chairs, and kitchen items are NOT available for outside use.**
6. NO SMOKING or illegal drugs are allowed in our buildings or on church property.
7. NO ALCOHOL is allowed in our buildings or on church property without the prior consent of the church council.

8. NO FIREARMS or other weaponry is allowed in our buildings or on our church property.
7. All lights are to be shut off when leaving.
8. All doors and windows are to be closed and locked when leaving. Please double-check.
Please appoint an individual from your group for this responsibility.
9. Anything broken or stolen will be billed to the responsible party. Any damage will be deducted from the deposit amount up to the deposit amount and any damage beyond the deposit amount will be billed to the person reserving the space.
10. When more than one event is taking place, each group will respect the space and needs of the other.
11. Programs in the sanctuary or fellowship hall that require the use of the sound or video systems must have someone present during the event who has been trained by one of LCM's trained A/V volunteers to operate the equipment.
12. You are responsible for the safety of your guests. All activities are at your own risk.
13. There should be no running or jumping in our facility; adults attending the event are responsible for closely monitoring children.
14. LCM does not loan its materials or items for use outside the LCM property.
15. Each group is expected to provide supplies (ie: paper products; food items; etc.) for their own event. Supplies currently in the facility are for the exclusive use of church functions.
16. The key must be returned to the church office on the first business day after the function.
17. It is expected that usage of the facilities will end by 10:00 pm, unless special circumstances have been previously approved by the council.
18. Please let church staff know of any broken or damaged items or any other issues with building use.

C. Special Rules Regarding Serving Alcohol on LCM Property

1. **Council approval is required for all events where alcohol will be served** (see section on Scheduling above).
2. Definitions:
 - **Alcohol:** Alcohol is defined as bottled or canned beer, wine, and punch including alcohol. No keg beer is allowed.
 - **LCM-sponsored events** are events conducted in the name of the church by committees, ministries or other groups within the structure of the church.
 - **Non-LCM events** are: a) personal or family events conducted by LCM members; b) events conducted by non-LCM members or outside groups.
3. Serving alcohol should be done with restraint, in moderation, and strictly limited to the Fellowship Hall (the room attached to the kitchen) or other area approved by Council.
4. No individual under the legal drinking age should be allowed to consume alcohol in our facility.
5. The alcohol must be provided free of charge and cannot be sold to those attending.
6. ALL empty alcohol containers must be removed immediately after the event and placed in the garbage dumpster outside the exterior kitchen door.
7. Maximum time limit is five hours for any event where alcohol is being served.

D. Insurance:

1. All outside groups must show acceptable proof (company and limits of liability) of Certificate of Insurance and leave a photocopy/scan of that proof with the church office.
2. The use of LCM facilities is at the risk of the participants. LCM does not assume liability or responsibility for any participants of outside groups. LCM does not make any express or implied warranty of the premises, equipment, fixtures, or furniture. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
3. When alcohol is served at non-LCM events: A **dram shop insurance certificate** must be submitted to the LCM Church Office (see Contact Information above) along with a

completed **Building Use Form** two weeks prior to the event (see section on Scheduling above).

E. Safety:

1. It is expected that the sponsor or person in charge will be responsible for the oversight and behavior of the group attending by providing appropriate supervision and risk management.
2. Groups using the facilities should know where the fire exits and fire extinguishers are located. The use of candles or other flames, apart from regular use in worship services, shall require special permission.
3. All accidents, involving either the injury of persons or the damaging of property, taking place on the property must be reported immediately to the pastor or a member of the church council.

F. Usage Fees and Damage Deposits for Non-Wedding Events (see LCM Wedding Booklet for wedding fees). Checks Payable To “Lutheran Church of Mahomet.”

NOTE: The LCM church council will decide which events will be sponsored by the church. No fees or deposits are required for LCM-sponsored events.

1. Non-LCM Events: LCM Members (personal/family)

	<u>Fee</u>	<u>Deposit</u>
(a) Sanctuary Usage	\$0	\$75
(b) Fellowship Hall Usage	\$0	\$75
(c) Classroom Areas Usage	\$0	\$75
(d) Janitorial Maintenance Fee (for each area used)	\$50	
(e) Additional Deposits When Serving Alcohol		\$100

2. Non-LCM Events: Non-LCM Members/Outside Groups
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	<u>Fee</u>	<u>Deposit</u>
(a) Sanctuary Usage	\$200	\$150
(b) Fellowship Hall Usage	\$150	\$150
(c) Classroom Areas Usage	\$100	\$150
(d) Janitorial Maintenance Fee (for each area used)	\$50	
(e) Additional Deposits When Serving Alcohol		\$300

1. The Sanctuary area includes the narthex area and restrooms.
2. The Fellowship Hall area includes the kitchen and restrooms.
3. Usage fees and damage deposits may be waived for minor usage and non-profit groups.
4. Usage fees will cover use of facilities, equipment, and utility costs.
5. Damage deposits will be refunded if there has been no damage to church property or equipment. Any damage will be deducted from the deposit amount up to the deposit amount and any damage beyond the deposit amount will be billed to the person reserving the space.
6. Janitorial maintenance fee will cover minor cleaning beyond that done by the user.
7. Excessive clean-up beyond the normal scope of the janitorial maintenance fee will be billed to the person reserving the space at \$30/hour, plus supplies.
8. Kitchen use **DOES NOT** include use of LCM disposables. All non-church groups will supply their own disposable items needed.
9. All dishes, silverware, cookware, etc., **MUST** be cleaned and re-stored.

I/We agree to the above rules, insurance requirements, and fee/deposit structure:

Responsible Party Signature(s): _____

Date Signed: ____/____/____

Approved by Lutheran Church of Mahomet: _____

Date Approved: ____/____/____

REQUEST FORM

Check Area(s) Being Reserved: **(YOUTH ROOM AND PRESCHOOL ARE UNAVAILABLE FOR PUBLIC USE)**

_____ Sanctuary; _____ Fellowship Hall; _____ Conference Room;

_____ Classrooms; _____ Nursery; _____ Kitchen

Today's Date: _____ Date of Event: _____

Begin Time: _____ End Time: _____

*Is this event recurring? Yes ___ No ___ Every (date/day/month/etc.): _____

Usage Fees: \$ _____ Deposit Amount: \$ _____ Total: \$ _____

Date of Payment: _____ Ref (check #, etc.): _____

I/We would like to petition the LCM Council for the use of alcohol at this event: Yes ___ No ___

Responsible Party Information:

Address: _____

Contact Name: _____

Phone: (_____) _____ - _____ Email: _____

Contact Name: _____

Phone: (_____) _____ - _____ Email: _____

Contact Name: _____

Phone: (_____) _____ - _____ Email: _____

Date Form Completed: _____ / _____ / _____

*******NOTE: The LCM Office Manager should provide a photocopy of the completed and signed form to the user on the date the form is completed and the deposit/fees paid.**