



Bethlehem Lutheran Church Twin Cities
4100 Lyndale Avenue
Minneapolis, MN 55419
612.312.3400

16023 Minnetonka Blvd
Minnetonka, MN 56320
952.935.3419

www.bethlehem-church.org

Send completed form to:
reservations@bethlehem-church.org

FACILITIES USE AGREEMENT

On this day _____, Bethlehem Lutheran Church Twin Cities agrees to furnish meeting space for _____ (hereinafter called the Organization) on the following terms:

1. Use of the Church facilities shall not constitute endorsement by the Church of the Organization using its facilities, its principles or its activities; the Organization shall not use the name of the Church to indicate endorsement or sponsorship, but may use the Church name in indicating the place of meetings.
2. Designation of facilities to be used, etc:
 - a. Type of meeting/event:
 - b. Date/Time of Event:
 - c. Date/Time of Set Up (if applicable):
 - d. Room(s) requested:
 - e. Fee:
 - f. Number of people expected:

TOTAL FEE(S) PAYABLE TO Bethlehem Lutheran Church Twin Cities
(50 % Due upon execution, Balance due 30 days in advance of event date)

3. This agreement and use of the Church facilities is subject to the Policies and Regulations of the Church, including those attached to this agreement. The Organization agrees that these

Policies and Regulations shall be strictly observed and accepts entire responsibility for the enforcement thereof in connection with the use of the Church facilities pursuant to this agreement.

4. Any damage done to Church property by the Organization or its members or invitees shall be paid for by the Organization.
5. The Organization agrees to fully save, hold harmless, indemnify, and defend the Church, its officers, employees, and agents from and against all claims, liabilities, actions, causes of action, damages, loss, and expense whatsoever, including attorney's fees and other costs of defense, arising out of or in any way connected with the use of the Church facilities pursuant to this agreement. The Church requires the Organization to provide a Certificate of Insurance naming Bethlehem Lutheran Church Twin Cities as an additional insured in the amount of \$1,000,000 for the benefit and protection of the Church to cover the obligations of the Organization assumed under this agreement.
6. The Organization understands that the needs of the Church must first be served. The Church reserves the right to revoke permission to use any meeting room or to substitute facilities, and that in the event of such action, there shall be no claim or right to damages.
7. Term: The term of this agreement is for one event. Cancellation of this contract can be made by either party, in writing, with 30 days' notice.

POLICIES:

General Guidelines

- Renter will have access only to rented spaces & restrooms.
- Events will not be scheduled during holiday building closures.
- No alcohol, smoking, firearms, gambling or pets (except service dogs) allowed.

NOTES TO ORGANIZATION:

Please request from your insurance carrier an updated Certificate of Insurance with Bethlehem Lutheran Church added as additional insured. Please send to the attention of Ryan Currens at the address found below.

Please sign this Facilities Use Agreement, make a copy for your records and return the original via email (or mail) to the appropriate Campus Administrator.

By:

Full Name

Title

Organization Name

Signature

Date

Facility Use Policies

Philosophy

The congregation of Bethlehem Lutheran Church is committed to serving the community in a manner that furthers the Gospel of Jesus Christ, enriching and benefiting the lives of those that live in this community.

We encourage the use of our facilities by our congregation, related church groups, community groups, and agencies.

This commitment may require that efforts be made to accommodate some groups that are not related to Bethlehem Lutheran Church Twin Cities.

The Vision of Bethlehem Lutheran Church Twin Cities

Becoming Together – sharing in the work of God’s vision for a healed world.

Availability of Facilities

The first priority of the church is to provide facilities for the extensive programming offered to and by the congregation of Bethlehem Lutheran Church Twin Cities. The facilities may be available for outside groups use Monday-Friday, 9:00 AM until 9:00 PM *weekends are subject to availability. The facilities are not available for outside groups to use on holidays during the Lent or Advent seasons. Limited parking space must be taken into consideration when scheduling building use. **Exceptions to these times must be approved in writing prior to an event.*

Groups That Will Be Given Consideration for Building Use

An individual or group shall fall into one of the following categories

1. Fee Schedule A (Members)

- a. Members of Bethlehem Lutheran Church Twin Cities wishing to utilize space for a personal family event, including but not limited to anniversary celebrations, baptisms celebrations, retirement parties, special honors.
- b. Charitable activities or support groups seen as ministry partners of the congregation.

2. Fee Schedule B (Non-Profits & Community Groups)

- a. Non-profit organizations or groups including but not limited to other churches, government agencies and school district functions as well as groups providing education services, recreational activities (e.g. Scouts, Red Cross, YMCA, etc.)
- b. Members of Bethlehem representing a non-profit group, including community associations, community choirs, community plays, adult education, scouts, athletic associations, etc.

3. Fee Schedule C (Non-Members)

- a. Community members wishing to utilize the space for a personal or family event.
- b. Individuals or groups wishing to put on recitals, concerts or musical productions.
- c. Community members representing a non-profit or educational group wishing to utilize space for an event.
- d. Community members representing for profit groups that want to use space for meetings or events provided the values of BLCTC and the group are aligned.

Groups That Will Not be Considered for Building Use

1. Groups with values or principles in conflict with Bethlehem Lutheran Church Twin Cities' (BLC) Vision/Mission Statements
2. Political groups advocating election or specific public officials

Guidelines and Restrictions

1. The following items must be completed and on file in the church office
 - a. Certificate of insurance listing BLC as "additional insured" in the amount of \$1 million
 - b. Signed contract
 - c. Room Set-Up Instructions – due two weeks before the event. (this applies only to church group events. See Campus Administrator if your group needs set up)
2. Every person and/or group is expected to read, sign and abide by the Facility Use Policies
3. The transfer or passing on of permission to use church facilities to those other than to which this agreement was made is strictly prohibited.
4. If a scheduling conflict develops with a church program or ministry, the outside group may be asked to move to a different room, seek a different location or reschedule the event or meeting.
5. A request from any group may be denied due to limited space, furniture, equipment or staffing.
6. No smoking or tobacco use is permitted in or on any BLC property.
7. No alcoholic beverages are permitted in or on any BLC property.
8. No sales of raffle tickets or other forms of gambling are permitted in or on any BLC property.

9. Due to insurance, we cannot lend essential equipment. Any non-essential equipment used off-site shall have the approval of the Campus Administrator.
 - a. Any work involving ladder work outside (insurance reasons).
 - b. No hazardous chemical use
 - c. Any work involving power tools should include a sign-in/waiver (from insurance) and no youth should use power tools without adult supervision and parent/guardian sign-off of all activities performed.
10. Anyone wishing to play the organ or grand piano must have approval from either the Director of Music, and the Campus Administrator should be notified. Additional fees may be charged.
11. Groups will provide their own supplies (coffee, tea, sugar, paper products, etc.)
12. Outside groups will be invoiced for extra cleaning or damages at the rate of \$100 per hour plus materials to repair damaged items.
13. Storage space for outside groups must be approved by the Campus Administrator.
14. Leftover food and all items must be removed from the premises immediately following the event. Food left will be disposed of immediately, and any property left on the premises will, after a period of thirty (30) days from the last usage, be deemed abandoned and will become the property of the church.
15. Attendance must not exceed the agreed-upon capacity.
16. The decision of the Campus Administrator will be final on safety issues.
17. Church equipment is subject to availability. Additional fees may be charged.
18. No signs, banners, flags, steamers, etc. are to be attached to or hung to any wall, window, post or beam within or outside the church without the approval of the Campus Administrator.
19. All scenery or props must be free-standing. No nails, screws or stage hooks may be used. All materials used must be non-combustible or have been treated so as to be fire-resistant.
20. No oil-based paint, flammable liquids, fire producing chemicals, and/or open flames in any form (with the exception of candles on the altar) may be used on the church premises, without the approval of the Building Manager.
21. The church reserves the right to schedule other activities and events in other parts of the building.
22. Those using church facilities must confine themselves to permitted areas and the equipment agreed to under this agreement. Groups are not permitted to take tables or chairs from other rooms and/or areas of the church. Children must be supervised and remain in the designated area.
23. Users are expected to leave the facilities in good clean condition. Trash should be placed in the receptacles provided. Users will be invoiced for extra cleaning at the rate of \$100 per hour.
24. The church will provide insurance covering property and groups under its control. Any other individuals or groups must provide a certificate of insurance listing Bethlehem Lutheran Church Twin Cities as "additional insured" in the amount of \$1 million.
25. Events that choose to hire security must adhere to the following:
 - o Security personnel must be from a licensed security firm or off-duty contracted police.
 - o Only licensed peace officers will be permitted to carry firearms on Bethlehem property, no exceptions.
 - o Any event which chooses to hire security does so at their own risk and the security company / contracted police officer must also sign a facility use agreement and provide a certificate of insurance naming BLCTC as additionally insured to BLCTC *BEFORE* being permitted on premise.

- Church events always take precedence and will not be moved. Rentals are first-come, first-served.

Notes:

Any outside tables and chairs must be pre-approved.

All rentals require a facility user agreement.

Failure to clean up after use will result in loss of deposit and a cleaning fee of \$100. (Including leaving trash overflowing from dumpster)

All renters are responsible for complete cleanup of the rented facility, including turning off all lights and closing all doors when they leave. Full deposit due at time of reservation (\$50 of deposit is non-refundable), remainder of deposit can be refunded if event cancellation occurs with 2 or more weeks of notice.

Rental time starts from the time you begin set-up until the time the building is secured after your last participant has left. (The entirety of the time your group is utilizing the facility so that another renter could not)

BLCTC does NOT provide amenities other than those explicitly listed above (renters provide-tablecloths, coffee, tableware, table service, vases, cleaning supplies, sound equipment, security staff...etc.)

All reservations must be confirmed through the Campus Administrator, deposit will be kept because of any damages or failure to fully clean up after use. Rentals are rounded to next full hour (example: 90 minutes = 2 hours rent)

Deposit should be written on a separate check, this check will be returned to the renter during business hours at the church office after the event, or cashed by the church in the event of a mess being left or damage being caused.

In the event of an emergency call 9-1-1 then call Silent Knight Alarms (our 24 hour alarm company): (763) 493-6400. Advise them you are at Bethlehem Lutheran Church Twin Cities (be sure to mention which location you are at).

We reserve the right to refuse service.

Fees

The following schedule guidelines are to be used in conjunction with the building policy. The interpretation of these guidelines belongs to the staff member for facility scheduling in consultation with the Campus Administrator.

1. Fee Schedule A (Members)

- a. Members of Bethlehem Lutheran Church Twin Cities wishing to utilize space for a personal family event, including but not limited to anniversary celebrations, baptisms celebrations, retirement parties, special honors.

b. Charitable activities or support groups seen as ministry partners of the congregation.

2. Fee Schedule B (Non-Profits & Community Groups)

- a. Non-profit organizations or groups including but not limited to other churches, government agencies and school district functions as well as groups providing education services, recreational activities (e.g. Scouts, Red Cross, YMCA, etc.)
- b. Members of Bethlehem representing a non-profit group, including community associations, scouts, athletic associations.

3. Fee Schedule C (Non-Members)

- a. Community members wishing to utilize the space for a personal or family event.
- b. Individuals or groups wishing to put on recitals, concerts or musical productions.
- c. Community members representing a non-profit or educational group wishing to utilize space for an event.
- d. Community members representing profit groups that want to use space for meetings or events as long as the values of BLCTC and the group are aligned.

*Organizations must provide copy of 501c(3) documentation

** Tuning Fee is additional \$130, requires our regular tuner

***Capacity based on typical table seating, see Campus Administrator or custodial staff for capacity in row seating

MINNEAPOLIS FEE SCHEDULE					
			Hourly Rates (plus \$50 deposit)		
Room	Capacity**	Square Feet	Schedule A	Schedule B	Schedule C
FIRST FLOOR					
Commons	72 with tables Max 9 round tables (8 chairs/table) - 250 without tables	1,276	\$20	\$30	\$50
Langemo	40	822	\$20	\$30	\$40
Langemo Kitchen	2	155	\$10	\$20	\$35
Gallery	45	871	\$20	\$40	\$60
Sanctuary*	450	4,525	\$50	\$100	\$200
SECOND FLOOR					
Classrooms (single door)	9	133-278	\$10	\$15	\$30
Classrooms (2 door)	12	171-278	\$10	\$15	\$30
Cinema	35	525	\$15	\$25	\$40

Henderson	35	764	\$20	\$30	\$40
Harrisville	100	2,203	\$25	\$35	\$50
THIRD FLOOR					
Viking Room	18	540	\$15	\$25	\$40
Stuga	10	200	\$15	\$25	\$40
LOWER LEVEL					
Iverson Hall **	200	3,544	\$40	\$75	\$100
Iverson Kitchen*	8	1,649	\$35	\$45	\$55
Classrooms	12	113-278	\$10	\$15	\$30
Solberg	20	613	\$10	\$15	\$30
Assembly/Choir Room **	57	1,130	\$15	\$25	\$40

Both the Mpls and the Mtka Campuses have AV capabilities. If your event requires AV, please talk to the Campus Administrator for contact information for AV Techs. AV is contracted separately from the basic building use forms

AV Tech Fees		
SCHEDULE A	SCHEDULE B	SCHEDULE C
\$75	\$100	\$200

MINNETONKA FEE SCHEDULE					
			Hourly Rates (plus \$50 deposit)		
Room	Capacity	Square Ft	Schedule A	Schedule B	Schedule C
FIRST FLOOR					
Lower Level Kitchen	2		\$10	\$20	\$35
Activity Room	80		\$15	\$30	\$65
SECOND FLOOR					
Fellowship Hall	225		\$20	\$40	\$60
Library	12		\$5	\$15	\$30
Main Kitchen	6		\$15	\$30	\$60
THIRD FLOOR					
Narthex	40		\$10	\$20	\$50
Sanctuary **	400		\$50	\$100	\$200
FOURTH FLOOR					
Fireside Room	30		\$10	\$20	\$30
Fireside Room Annex	6		\$5	\$10	\$20
EAST LAWN					
Lawn	200		\$5	\$20	\$50
PARKING LOT					
Parking lot	75		\$5	\$10	\$40

- *Organizations must provide copy of 501c(3) documentation
- ** Tuning Fee is additional \$130, requires our regular tune
- ***A/V Tech and Custodian receive a 15% gratuity paid directly on the day of the event, based on the total invoice.

Custodial Service Fees Minneapolis Campus

<p>CUSTODIAL FEES <i>The custodial fee includes set up, tear-down, clean-up, as well as the services of an on-site or on-call custodian. The following custodial fees may be charged in addition to room donations. This rate is based on 4 hour or less rental time and will increase for after-hours (X 1.5), weekend (X 1.75), holiday (X 2.9) or long duration rental (X 1.75).</i></p>		
SCHEDULE A	SCHEDULE B	SCHEDULE C
\$25	\$35	\$50

Custodial Service Fees Minnetonka Campus

For Schedule A: custodial services are provided

For Schedule B: custodian is contracted by a separate agreement between group and custodian.

For Schedule C: custodian is contracted by a separate agreement between group and custodian.

SCHEDULE B	SCHEDULE C
\$50 per hour	\$75 per hour

Speak to Campus Administrator if you need contact information for custodial staffing.

Equipment Usage

Minnetonka does not offer the use of a projector, computer, TV, DVD, VCR or whiteboard for your events.

Pews:

*Pew moving is only done by prior approval for groups that have no space use conflicts within 48 hours on either side of their reservation.

*Pew moving requires pre-approval and will only be executed by professional moving companies who are properly insured and approved by the maintenance chief

*Once per 24 month period is the maximum amount of time a single organization may move pews and a maximum of 10 pews may be moved.

*Pew moving requires an additional two hour set up be added to the beginning of the reservation and a two hour reset time to the end of the reservation at regular cost.

*Pew moving fee is \$1,000. (Covering professional moving out of pews at \$350, professional reinstallation of pews \$350 and staff coordinator, custodial and administrative fees of \$300 for this involved process)

*Pew removal requires either riser/bleacher(s) installation or chair rental. Chairs used must be rented BLCTC chairs or maintenance chief approved chairs, and any riser / bleachers brought in must be pre-approved by maintenance chief and set up and removed by a professional bleachers/ riser company.

Moving pews is not an option at the Minnetonka campus.



Minneapolis Campus: 4100 Lyndale Avenue Minneapolis, MN 55419 612.312.3400

Minnetonka Campus: 16023 Minnetonka Boulevard, Minnetonka, MN 55345

www.bethlehem-church.org

BUILDING USE APPLICATION

Please note that submitting an application does not guarantee that the request will be granted. All applications are reviewed to ensure that they fit within Bethlehem's mission and vision. All requestors must provide proof of insurance/indemnification. Additionally, organizations will need to provide a current copy of their nonprofit registration 501c(3). Applicable fees must be received two weeks prior to the event. Paper goods will be charged at cost at the Mpls campus. Minnetonka does not provide paper goods.

Date Submitted _____

Your Name _____

Address _____

Phone Number _____

Email Address _____

Organization Information (if applicable)

Name of Event _____

Date of Event _____

Time Room is Needed Start Time _____ End Time _____

Actual Time of Event Start Time _____ End Time _____

Estimated Attendance _____

Rooms Needed _____

Will you need to use a kitchen? Yes / No (*Circle One*)

Will you be making coffee? Yes / No (*Circle One*)

Will there be dishes to be used and washed? Yes/No (*Circle One*)

If yes to coffee maker and dishwasher there is a \$25 surcharge and you must be trained by staff.

What is your connection to Bethlehem Lutheran Church Twin Cities? _____

How does this event fit in with Bethlehem's mission/vision? _____

Set-up will be attempted with the understanding that Church needs may dictate that custodial staff could be pulled away and be unavailable. Understanding of maps and handwriting may vary to

please be specific and include your contact information. Set-up requests filed with less than 72 hours notice may not be able to be accommodated.

Equipment Usage

Minnetonka does not offer the use of a projector, computer, TV, DVD, VCR or whiteboard for your events.

SET UP INFORMATION & FLOOR PLAN

SET UP NEEDS	<i>Comments, Additional Information or Needs:</i>
<i>No Set-up needed</i>	
<i>Tables</i>	
<i>Chairs</i>	
<i>Microphone (hand-held)</i>	
<i>Microphone (lapel)</i>	
<i>LCD Projector</i>	
<i>Screen</i>	
<i>Portable White Board with Markers</i>	
<i>TV and DVD</i>	
<i>TV and VCR</i>	
<i>Easel</i>	
<i>Flip Chart</i>	
<i>Podium</i>	

<p>DETAILED ROOM SET UP</p> <p style="text-align: center;"><i>North</i></p>
--

West
East

South

We retain the right to refuse service with or without prior notice.

RELEASE OF LIABILITY

The undersigned, his/her personal representatives, heirs and assigns, DO HEREBY:

- 1. RELEASE, DISCHARGE AND COVENANT NOT TO SUE Bethlehem Lutheran Church Twin Cities for any and all claims and liability, except for those arising out of the strict liability or negligence of release which causes the undersigned injury, death or property damage and further agrees to hold release harmless and indemnify release from any claim, judgment or expense release may incur by participation in the described activity.*
- 2. UNDERSTAND that participation in the described activity involves danger and risk of injury. The inherent danger is understood and voluntarily assumed.*

I HAVE READ THIS DOCUMENT. I UNDERSTAND IT IS A RELEASE OF ALL CLAIMS. I UNDERSTAND I ASSUME ALL RISK INHERENT IN THIS ACTIVITY. I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THESE PROVISIONS.

Signature

Signature