

Little Farms United Church of Christ

135 Sauve Road | River Ridge, LA 70123 | 504-737-5858 | littlefarmsuccla@gmail.com

Facilities Use Application

Please complete Entire Form

Today's Date _____

Event Name _____

Organization Name _____

Mailing Address _____ City _____ State _____ Zip _____

Day Phone _____ E-mail _____

Primary Contact Person

Name _____

Address _____

LFUCC Member YES NO

Secondary Contact Person

Name _____

Address _____

LFUCC Member YES NO

Event Description _____

Requested Date _____ Time of Event – from _____ to _____

You are allowed 2 hours immediately prior to the event for set-up and 1 hour immediately following the event for clean up

Added Set Up Date (additional cost) _____

Additional Set up Time (additional cost) – from _____ to _____

Anticipated number of participants _____

Will food or drink be consumed? YES NO

Rooms Requested

Main Building: Sanctuary Sunday School Classroom(s)

Fellowship Hall: Main Hall Kitchen area Refrigerator/Freezer Space Needed

Outside Grounds: Please specify how the grounds will be used

Each party is responsible for set up and break down of tables and chairs, for removal of all trash and putting garbage in cans behind the Fellowship Hall. Building is to be left broom clean and wet mopped when food or drink is served. Building is to be left in this order as soon as the event is finished so that it is ready for the next event to take place.

I understand the use of the buildings are determined and approved by the LFUCC Church Council. Your application will be reviewed and you will be notified if your application was approved or not. The fees and a contract will also be presented at that time. We will hold the date for two weeks from the approval. We will need the deposit, 50% of the fees and the signed contract to book the date after that time. The remaining fee will be due 30 days prior to your event date.

I understand this is not a contract for facility use but a request to use the building. I will receive a contract upon approval of the application and date.

Signature: _____

Printed Name: _____ Title: _____

Signed this _____ day of _____, 201_____

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Facilities Use Policy

Little Farms United Church of Christ (LFUCC) exists to carry on the ministry of the local church. It has a significant outreach into the community through the various social services and programs. The programs and people of LFUCC are the top priority when it comes to building use.

LFUCC has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered.

Local organization and individuals for one-time or short-term usage also use LFUCC. When possible we attempt to make our facility available for such groups. Our first priority is to LFUCC programs and membership needs. Priority is then given to nonprofit groups that are supported by LFUCC and then finally to other organizations.

Steps to Facility Use Scheduling

1. Fill out a Facility Use Agreement. One is included in this guide, or you may obtain one from the church office.
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. Return the Facility Use Agreement to the church office. We will evaluate your request and notify you if it is approved or not approved and to arrange payment.

Fees for Facility Usage

Category	#1	#2	#3
Sanctuary	\$0.00	\$65.00 per use	\$65.00 per hour***
Sunday School Class Rooms	\$0.00	\$10.00 per hour	\$20.00 per use
Fellowship Hall	\$0.00	\$65.00 per use	\$65.00 per hour***

Category #1: Any group operating under the structure of the United Church of Christ (classes, committees, Association Meetings, etc.)

Category #2: Any active church member or constituent (as listed on membership rolls or constituency rolls, or immediate family members (defined as spouse and children) for personal use (ex. Weddings or Vows).

Category #3: All outside organization, private parties, or individuals

***\$65.00 per hour with a 2 hour set up and 1 hour of take down. Renter responsible for clean up and taking trash out. \$20.00 per hour for Building manager. \$50.00 refundable deposit due at time of approval for rental. Rental fee must be paid at least 2 weeks prior to event. Building manager fee must be paid at least 2 weeks prior to the event. Building manager fee will include time from set up to take down. For example if an event is 3 hours long with a 2 hour set up and 1 hour take down the manager will get paid for 6 hours@ \$20.00.

Facility Manager

Rental of church facilities will require a facility manager for all events except where specifically waived by the Property Administrator. A charge of \$20 per hour of usage facility will be added to the facility use fee.

Kitchen Use

Rental of church kitchen use of the pots/pans, utensils, stove, oven, and dishwasher is available for use.

Refundable Security Deposit

A per use charge of \$50.00 will be charged for all events except where specifically waived by the Property Administrator. If the room is returned to acceptable condition, then the entire amount will be returned. If additional cleaning is necessary, damage, or any unauthorized use if found, then all or a portion of the deposit will be kept by the church to clean or repair any damage.

Cleaning/Repair Fee

A per use charge of \$100 will be charged at the discretion of the Property Administrator in the event that facility is not cleaned or found damaged and \$50.00 Security Deposit will be forfeited.

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Rules and Regulations of the Board

1. **Payment of Fees and Deposits**

To reserve your spot on the church calendar, the refundable deposit of \$50.00 must be paid. The remainder of fees is **due no later than 2 weeks prior to** the event. If remaining fees are not paid by date designated before the office is closed, then your event will be canceled and you will not have access to the building. If conditions of the refundable deposit are met then the deposit will be returned via mail within 10 working days from the date of your event.

2. **Breakage/Cleanliness**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building or its furnishings and equipment which in the judgment of the Property Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved. Excess cleaning will be assessed at a minimum of \$85 an hour plus supplies.

3. **Smoking**

Smoking is prohibited in all buildings. If smoking takes place outside the church building, cigarettes should be disposed of in proper receptacles.

4. **No Alcohol or Weapons**

The serving, consumption, or use of alcoholic beverages, marijuana, or other narcotics shall not be permitted at any time on church property. No weapons are permitted on the church grounds.

5. **Supervision of Children and Youth**

All children within the church building or grounds must be supervised by the user group. LFUCC has adopted the policy of Safe Sanctuaries for children

and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.

Failure to adequately supervise children is in violation of the Safe Sanctuaries policy and this rental agreement and will result in the forfeiture of the security deposit.

6. Decorations

Decorations may be attached to the walls, doors, and light fixtures with sticky tack only. All such decorations must be removed immediately and completely following the event. No glitter or confetti is allowed for use in any facility.

7. Emergency Scheduling Conflicts

LFUCC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

8. Garbage

When using the facility and grounds, you must remove all garbage from the trash bins and place them in the trash cans behind the church.

9. Parking

Parking on the LFUCC campus is available only during the period of time which a group has contracted to use the facility. Parking is available on first-come, first-served basis. Any damage to vehicles is at the owner's expense; LFUCC is not responsible for theft or damage to personal property.

10. Security

LFUCC works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. LFUCC is not responsible for theft or damage to personal property.

11. Outside Vendors

If you bring in a Vendor for your event you are responsible for them. You need to communicate with them on the rules for Facility Use. Please keep the music/noise to a respectful level and appropriate for all audiences, remember you are in a church and there may be others in the building. If you are standing in the parking lot and you can hear the music, it is probably too loud. Please remember that you take responsibility for all vendors that you bring into the building.