

American Lutheran Church

Building Usage Guidelines

Purpose:

American Lutheran Church facilities are available for use by American Lutheran Church members and the community. In order to be good stewards of our property and its use, we have adopted the following guidelines and policies.

Reservation Procedures:

- Reservations must be made through the ALC office (406.222.0512).
- The agreement must be read and completed by the user.
- To reserve a date, the security deposit of \$100 must be paid in advance by the renter. This deposit will be applied to the usage fee if the terms of the agreement are met.
- All reservations will be considered tentative and will not be honored until a signed agreement, rental deposit, proof of insurance coverage listing American Lutheran Church as additional insured is received **at least two weeks prior** to the event. (with the exception of funerals)
- Long term rentals shall have a Rental Agreement made with the parties involved.

General Policies:

1. Events held at ALC must be consistent with the church's purpose and philosophy of ministry.
2. All events are subject to approval by two ALC Council representatives.
3. Church activities have priority over private/public gatherings.
4. It is expected that the user will clean the facility after the event and leave it in the condition in which they found it.
5. Report any damage to the property or equipment. Also, notify the church office of any equipment not functioning properly.
6. For safety reasons:
 - Children (17 years or under) may not operate any equipment.
 - Please keep children out of the kitchen for their safety.
7. American Lutheran Church claims no liability in the event of an accident by anyone attending a non-church function in the building or on the grounds of American Lutheran Church.
8. Usage of the building by members for a private gathering is available.

Damage Assessment:

If damage is assessed to the property, which exceeds the deposit, the user will be expected to pay for the total cost of the damage.

Equipment Use:

Any equipment used by the user must be requested prior to the event. Trained personnel designated by ALC must operate all equipment.

Injury report:

If an injury occurs to anyone in or on the church premises, it must be **reported to an ALC representative immediately**. An "Incident Report" is required to be filled out within 24 hours of the occurrence. Emergency phone numbers include: ALC 406.222.0512 and Randy Mogen, ALC President 406.223.6478.

The use of alcoholic beverages and tobacco products is prohibited on all ALC property.

Usage Fee Schedule

Small Meeting Room (capacity 15-20)

Member of American Lutheran	No Charge
Non-profit	Donation accepted
Other	\$25

Fellowship Hall with Kitchen (capacity 100) - Lower Level – Handicapped accessible

Member of American Lutheran	Donation Accepted
Non-profit (no food provided)	Donation Accepted
Other (no food provided)	\$200 – Full Day \$100 – Half Day

Sanctuary: Funerals, Weddings (capacity 250-350)

Member of American Lutheran	Donation accepted
Non-members	\$250

Funeral Reception in the Fellowship Hall (WELCA will Set-up, Serve, & Clean-up)

Coffee & Cookies/Bars - food provided by the family & serving provided by ALC-WELCA

Member of ALC	Suggested Donation to WELCA \$100
Non-Member	Suggested Donation to WELCA \$150

Lunch - food provided by the family & serving provided by ALC-WELCA

Member of ALC	Suggested Donation to WELCA \$200
Non-Member	Suggested Donation to WELCA \$250

We ask that you respect our facility & treat it with care.

Thank You

Adopted 07/24/2022

American Lutheran Church Building Usage Guidelines

Event _____ Date _____

By signing below, I understand that:

1. For insurance purposes, I assume responsibility for any damages to the church building or items contained within the church and have provided proof of liability insurance.
2. I am responsible for leaving the premises clean and in the same fashion when arriving.
3. I have read and understand the above Usage Agreement and agree to comply with the necessary requirements.
4. I have indicated on this form, the additional insurance coverage to be added, if needed.

Usage Fee	\$	_____
Deposit Paid	-	_____ 100.00 _____
Balance Due	\$	_____

Name of Contact Person _____

Address _____ Phone _____

Signature of User _____ Date _____

Signature of ALC Council Representative _____ Date _____

Insurance Coverage

***Fees and Proof of Insurance will be required **AT LEAST TWO WEEKS** prior to the event.

_____ Tier I **Event Liability Insurance** policy will be purchased. American Lutheran Church will be listed on a policy of general liability of at least \$1,000,000/occurrence liability limit to protect against any lawsuit that may arise for any reason, and a Certificate of Insurance listing American Lutheran Church as the additional named insured will be provided.

Ex: Organization or group using the facility multiple times during a calendar year with a number of people attending or a group engaged in a rental agreement with American Lutheran Church.

_____ Tier 2 **Homeowners Endorsement/Rider** listing American Lutheran Church as the additional named insured on a policy of at least \$500,000/occurrence liability limit. A Certificate of Insurance listing American Lutheran Church as the additional named insured will be provided.

Ex.: Wedding, funeral, or another one-time event for a non-member.

_____ Tier 3 **Insurance Waived** for a one-time use of the facility by an organization with a member of ALC involved.

Ex.: One-time event for an organization with an ALC member involved.

Adopted 07/24/2022

**American Lutheran Church
Incident Report**

(Must be completed within 24 hours of the occurrence. Please notify an ALC representative immediately.)

Date _____

Person Involved

Name _____
Address _____
Phone _____

Church Representative

Name _____
Title/Position _____

Incident

Date _____
Time _____
Location _____

Description of Incident & Extent of Injuries (if applicable)

Explanation & Response

Witnesses

Action Taken or to be Taken

- Police Called
 - Ambulance Called
 - Fire Dept. Called
- Who was contacted at ALC? _____
Date & Time of contact _____

By signing this document, you acknowledge that you have read and understood the information contained herein.

Injured party or Representative

Date

Witness

Date

Church Representative

Date