

## **Big Timber Lutheran User Agreement**

This statement sets forth the policies and charges for the use of Big Timber Lutheran Church for:  
*Weddings, receptions, showers, anniversaries, birthdays, reunions, and other family events*

*Community non-profit group meetings and activities*

Special church activities (including funerals, large group studies, worship services in a time of national or community emergency, and Vacation Bible School) have priority

Non-profit community groups (AA, NA, Al-Anon, Scouting groups, etc.) may use the building **free of charge** providing they have scheduled such use in advance with the church office and do not abuse the privilege of using the building by behavior which disrupts other groups who might be meeting here, property damage, and so forth.

### **Rules of Conduct while on the property:**

- Smoking within the building is prohibited, including vaping (e-cigarettes).
- The possession and/or consumption of alcoholic beverages on the church property (within the building, on the lawn and parking lots, etc.) is prohibited. Those who violate this rule will be denied use of the building.
- No illegal drug consumption, sale, purchase, or other use is permitted.
- It is expected that all people within the building will be respectful to one another and themselves. No harassment, abuse, bullying, or willful neglect is acceptable.

*Those who have been given the privilege of using this building are to remember that this is a house where God is worshiped and should conduct themselves accordingly.*

### **Fees\* (Payment due at time of reservation)**

**Non-members** are asked to give \$50-100 donation for the use of the space and the additional cleaning incurred.

**Members** are able to use the space without charge, since care of the building is covered in your regular tithe or offering. Please consider an additional donation to the church if your use requires extensive prep work or clean up on the part of the janitor or other staff.

For information and fees schedule regarding use of the kitchen or kitchen supplies, please contact WELCA (Women of the ELCA). Contact information available through the church office.

\*Weddings and wedding receptions may have separate costs incurred for sanctuary support and clergy work.

*Date of Event:* \_\_\_\_\_

Is this a recurring meeting? \_\_\_\_ yes \_\_\_\_ no

If yes, how often? \_\_\_\_\_

*Times (include set-up and clean-up):* \_\_\_\_\_

*Name of Group/Family* \_\_\_\_\_

*Room/s requested:* \_\_\_\_\_

*Staff Set-up or needed equipment:* \_\_\_\_\_

\_\_\_\_\_

If your group will have children on the property during your meeting or activity, please note that here:

Children will \_\_\_\_\_ will not \_\_\_\_\_ be present during the scheduled activity.

Our group does \_\_\_\_\_ does not \_\_\_\_\_ have a child protection policy.

**A key will be issued to your group as needed (for a recurring meeting or event apart from church staff or members). The contact person is responsible for the key and should report immediately to the church office if the key is lost or misplaced.**

*Contact Person(s):* \_\_\_\_\_

*Email:* \_\_\_\_\_

*Address* \_\_\_\_\_

\_\_\_\_\_

*Phone Number:* \_\_\_\_\_

*I am responsible for any damages that occur while using Big Timber Lutheran.*

*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_

*Approved by the Big Timber Congregational Council on* \_\_\_\_\_

*Signed* \_\_\_\_\_