



# Zion Lutheran Church

2901 South Highway 169, Grand Rapids, MN 55744  
218.326.8553 [www.ziongr.org](http://www.ziongr.org)

## Facility Use Policy

*Revised July 2023*

Zion Lutheran Church's primary purpose is to, "Serve Christ by Sharing God's Love." Zion has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you read through and follow this guide and sign and return the Facility Use Agreement and Release Form. A copy of the approved form will be kept on file at Zion. Your copy can be picked up in the office or emailed on request.

Building use activities fall under the jurisdiction of the Pastor. Requests for building use are managed through the church administrator. No commitment for building use is finalized until the Facility Use Agreement has been approved and executed through the office. Our first priority is to congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by Zion and finally to other nonprofits.

Approval for the use of the grounds and/or facilities of Zion does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the ELCA.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Damage Deposits
- Rules and Regulations
- Facility Use Fees
- Facility Use Agreement Form including Release

### **STEPS TO FACILITY USE SCHEDULING**

1. Obtain and complete a Facility Use Agreement from the church office or on our website: [www.ziongr.org](http://www.ziongr.org) ("Facility Use" page under "Connect"). Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
2. Return the Facility Use Agreement to the church office with a \$200 refundable deposit and any applicable fees, and you will be notified whether it is approved. If you plan to use Zion regularly, this deposit can cover events for that program year (July 1-June 30).
3. If you are a Zion member who participates in a small group, you may waive the deposit if you agree to be the responsible party—see Addendum on pp. 11-12.

## **DAMAGE DEPOSITS**

Your \$200 damage deposit will be deposited by Zion and then refunded by check, if requested. For ongoing use, a new form and deposit is required every program year (July 1-June 30). Please contact the office to get the most current policy. **You must notify Zion following your event(s) or at the end of the program year to request your refund.**

**Your deposit can be refunded IF all areas are cleaned and equipment restored to its proper place; and no damage to property or equipment has occurred.**

- **In the event of damage or the necessity for Zion staff and/or volunteers to clean, put away equipment, or return furnishings to their original position, the Pastor (Congregational President in his/her absence) shall determine the amount of deposit to be forfeited—\$50/hour needed for cleanup plus damages.** Should damage and/or clean up assessments exceed the deposit, the balance shall be billed to the “responsible person” (from “Facility Use Agreement” form). Please note that in the event of a forfeited damage deposit; the next time you request facility use, the damage deposit will double to \$400.
- **Many nonprofit groups who use Zion make a donation to help us provide this service.** As you can imagine, there are significant expenses for electricity, heating, restroom supplies and janitorial services. Hosting a meal through our kitchen takes considerable energy and water for the ovens, stove, and dishwasher. We encourage your group to consider making a donation of part or all of your deposit to help Zion continue to make our facility available to all.

## **RULES AND REGULATIONS**

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises. Church property such as chairs, tables, etc. may be used when using the facility under the rules herein.
2. **FACILITY SETUP/CARE/CLEANING/DISINFECTING.**
  - **The area used by your group must be left clean and orderly with all church furniture and property returned to where it was before you arrived.** (We suggest taking a photo on your phone to help remember.)
  - **You are responsible for your own room setup.** When moving tables, please lift with two people (no dragging).
  - **Bring your trash to the dumpster outside and recycling to the bin outside** (paper, cardboard; rinsed out cans, plastic, and/or glass containers)—if it is full, put the remainder in the dumpster.
  - **Clean/Disinfect.** Sweep floors, disinfect tables with a 1:10 bleach solution, and remove any signage or decorations you have put up.
  - **Close any opened windows and turn off all lights** before you leave.

3. **KITCHEN RULES/CLEANING.** The kitchen must be left clean and orderly.
  - **If you use the large kitchen coffee maker**, please only make 1/2 pots at a time and double check that it is cleaned and turned off. Instructions are on the wall.
  - **If you use the dishwasher**, please follow the instructions on the wall near the dishwasher and on the dishwasher for use and cleaning.
  - **Church food, coffee, paper products or other supplies are not to be used except by church sponsored activities.**
  - **Refrigerator/freezer space** is limited, so you must get permission before storing items ahead of the date of your event—if we have space.
  - **Trash and recycling** must be brought outside to the dumpster or recycling bin. We recycle paper or paperboard/cardboard (must be flattened); cans, plastic, and glass containers (rinsed out and lids separated). **NO** plastic bags/wrap, foam containers, or paper/cardboard with food residue. If recycling is full, put the remainder in the dumpster. Replace can liners (on shelf below island) in emptied garbage cans.
  - **Sweep** the floor.
  - **Clean** counters and any equipment you have used.
  - **Instructions for kitchen appliances** are posted near the appliance.
  - **Please put everything back where you found it**, and remove all items you brought.
  - **No Zion property leaves the building**—including roasters—please clean them here.
4. **PIANO, ORGAN AND HAND BELL USE.** Permission must be granted by the Director of Worship & Music. Pianos should not be moved except by permission and may require the assistance of professional movers. If professionals are required, the requesting group must pay for the moving and for tuning the piano after replacement.
5. **SOUND SYSTEMS.** The sanctuary sound system is **not** available for use. The Christian Life Center (CLC/Gym) sound system can be used by any groups. Bring an extra 9V battery for the microphone just in case it's low.
6. **NO SMOKING, ALCOHOL OR ILLICIT DRUG USE ALLOWED.** All members of all groups using our facilities shall abide at all times by a no smoking, no alcohol and no illicit drug use rule in the building or on the grounds.
7. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building at or before the designated closing time posted on the Facility Use Agreement. **Exterior doors are not to be blocked open for any reason.** Door locks are not to be tampered with or disabled by any means for any reason. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.
8. **CLOSING TIMES.** Zion prefers to have all events completed, cleaned up and participants out of the building by 9:00pm. At times, with prior permission, an exception can be made to extend the time to 10:00pm. A Zion volunteer locks the building each evening.
9. **NO GAMES OF CHANCE.** Gambling (such as lottery, split-the-pot, or bingo) on the church premises is strictly prohibited.

10. **SUPERVISION OF CHILDREN AND YOUTH.** The congregation seeks to provide a safe environment 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** should be present at all times during any program or event involving children.
  - **Adult supervision is required at all times** both inside and outside of the church including playground and parking lot.
  - **Children and/or siblings of the group members must stay with the group under the care of adult supervisors in the space reserved—not in other areas of the building.**
11. **NURSERY AND PRESCHOOL ROOM.** These areas are **not** available.
12. **FOOD AND DRINK.** Food and drink should be limited to designated areas. Anyone using church property is responsible for clean up after each use, both inside and outside.
13. **BREWTEFISK COFFEE BAR.** Coffee bar is available pending volunteer availability, so requests at least two weeks in advance are greatly appreciated. Coffee bar is funded through donations only, so please encourage participants to support this ministry through additional donations beyond the event fee.
14. **DECORATIONS AND/OR SIGNS.** Decorations and/or signs may be attached to the walls or doors with removable tape that will not permanently damage the surface. Decorations, materials, or equipment should not restrict the exit of any room. **All such decorations and/or signs, tape and residue must be removed immediately and completely following the event.**
15. **EMERGENCY SCHEDULING CONFLICTS.** The congregation 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.
16. **STORAGE.** Excess storage areas for outside groups is not available. All organizations using the facility will be responsible for storing accessories offsite. Zion is not responsible for the loss of anything left in our facility.
17. **SECURITY.** The congregation 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. The congregation is not responsible for theft or damage to personal property.
18. **FIREARMS.** Firearms are prohibited within Zion's buildings with the exception of law-enforcement officers.
19. **SUPERVISION OF EVENTS.** Zion expects the person(s) signing the Facility Use Agreement to be on site during the event(s) scheduled and the one(s) to uphold the requirements.
20. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council's directions or forfeit the use of any part of the facility **immediately.**

# Facility Use Fees

**Fees to be paid in advance at time of reservation application.**  
**If ongoing use, payment can be monthly.**

## **Non-Profit/Individuals** *(Except large functions, see below)*

<b>Room</b>	<b>Per Day Fee</b>
Christian Life Center (CLC/Gym)	\$50 + \$50 custodial fee*
CLC Kitchen	\$50
Fellowship Hall	\$25 + \$50 custodial fee*
Fellowship Hall Kitchen	\$25
Classrooms	\$10
Choir Room	\$25

\* Per event or block of consecutive days for ongoing use

## **For-Profit Groups and Any Large Receptions** *(Wedding receptions, anniversaries, showers, grad parties, birthdays and other events)*

<b>Room</b>	<b>Per Day Fee</b>	<b>Small Functions</b> <i>(less than 50 people)</i>
Christian Life Center (CLC/Gym)	\$250 + \$50 custodial fee*	\$50/hour + \$50 custodial fee*
CLC Kitchen	\$150	\$30/hour
Fellowship Hall	\$125 + \$50 custodial fee*	\$25/hour + \$50 custodial fee*
FH Kitchen	\$50	\$5/hour
Classrooms	\$25	
Choir Room	\$100	

\* Per event or block of consecutive days for ongoing use

## **Options for Weddings**

Candelabras	\$20	Aisle Candles	\$40
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## **Resources Available** *(approximate numbers—rent additional items yourself locally)*

<b>Christian Life Center (CLC):</b>	5' round tables (seat 6)	26
	6' rectangular tables	17
	8' rectangular tables	10
	Folding chairs	300
<b>Fellowship Hall:</b>	8' rectangular tables	8
	Stacking chairs	130

<b>Brewtefisk Coffee Bar**:</b>	Under 50 Guests = \$30 Setup + \$15/hr
	50-100 Guests = \$150/Day
	100 Guests = \$250/Day

\*\* Based on volunteer availability.  
See Rules and Regulations #13 for more details.

***We do not provide extension cords, TVs, projectors, screens or any other equipment—please bring your own.***



# Zion Lutheran Church Facility Map

Applebee's

Walmart

Highway 169

North Entrance

(to south parking lot)

(to north parking lot)

South Entrance

(to north parking lot)

(to south parking lot)

Chapel (C)

Occupancy: 64

Chapel Entrance

Rest-rooms

Music Room

Occupancy: 63

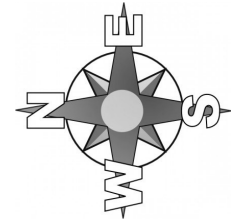
## MAIN LEVEL

Fellowship Hall (FH)

Occupancy: 152 (dining)  
325 (worship/auditorium)

Sanctuary (S)

Occupancy: 472



= elevator

Narthex/Entry (N)

North Main Entrance

South Main Entrance

## UPPER LEVEL

Kitchen (K)

Library (L)

Rest-rooms

Office Area

Open Closet 210

Christian Life Center (gym) (CLC)

Occupancy: 392 (gym/dining)  
840 (worship/auditorium)

Rest-rooms

Nursery (N)

111 (Preschool Rm)

Living Rm (LR)

Open Closet 211-12

213

Resource Room

(Upper Christian Life Center)

120

121-122

123

Rest-rooms

220

221

222

223

Youth Room (YR)

Occupancy: 90

Rest-rooms

Entrance



# Zion Lutheran Church Facility Use Agreement

(Please Print)

Name of Organization: \_\_\_\_\_

Not-For-Profit

For-Profit

Organization's Purpose: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Additional Contact Person's Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Date(s) Requested: \_\_\_\_\_  
*(If you have several ongoing dates, please use the form on the following page. Thank you.)*

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ *(Please include time for setup and cleanup)*

Frequency: \_\_\_\_\_ One Time Only  
\_\_\_\_\_ Other: please specify \_\_\_\_\_

Describe *IN DETAIL* the type of event you will be bringing to our facility.

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### **Return of Damage Deposit**

\_\_\_\_\_ Donate part of my deposit to Zion—\$\_\_\_\_\_ (specify amount)

\_\_\_\_\_ Donate my \$200 deposit to Zion

**Please note:** You must notify Zion for a refund check following your event(s) or at the end of the program year (July 1-June 30).

# Dates and Times Requested

(Fill out only for ongoing weekly/monthly use or multiple dates. Make additional copies if needed.  
We will notify you of any dates/times that aren't available.)

Date (M/D/Y)	Day (Sun.,M, T,W,Th, F,Sat.)	Start Time	End Time	Room Requested	Notes	<u>Zion Use Only</u> Available?	
						Yes	No



**Rooms Requested:**

- Christian Life Center (CLC/Gym)
- CLC Kitchen
- Fellowship Hall
- Fellowship Hall Kitchen
- Classroom
- Music Room
- Coffee Bar
- Other \_\_\_\_\_

Anticipated Number of Participants: \_\_\_\_\_

Will food or drink be consumed? \_\_\_\_ Yes \_\_\_\_ No

**Equipment Needs:**

- |   |   |
|---|---|
| <input type="checkbox"/> Round Tables: # _____  | <u>Weddings only:</u>                       |
| <input type="checkbox"/> Chairs: # _____        | <input type="checkbox"/> Candelabras—\$20   |
| <input type="checkbox"/> 8 Foot Tables: # _____ | <input type="checkbox"/> Aisle Candles—\$40 |
| <input type="checkbox"/> 6 Foot Tables: # _____ |   |
| <input type="checkbox"/> CLC/Gym Sound System   |   |

**Certificate of Insurance Requirements for For-profit Groups:**

**For-profit groups** are required to provide certificates of insurance naming Zion Lutheran Church as additional insured. A certificate should be turned in to the church office at least a week before the first use. For continuing usage, the form should be renewed annually.

## Release and Indemnity Agreement

This Release and Indemnity Agreement is between \_\_\_\_\_  
(organization or individual) and Zion Lutheran Church of Grand Rapids, Minnesota (for use  
of the property described above for meetings and other activities.)

NOW, THEREFORE, in consideration of Zion Lutheran Church permitting the organization  
or individual(s) to use the property described herein, the organization or individual(s)  
agree(s) as follows:

Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges  
Zion Lutheran Church of Grand Rapids, Minnesota, and its administrator, directors, agents,  
officers, members, volunteers, and/or employees, from any and all liability, claims, demands,  
losses or damages arising out of the use of the property.

### ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating in the  
activity for which this application is being made, and for any damage beyond normal wear  
and tear which may occur as a result of this activity. I/We will remove all signs posted by my/  
our group after the meeting has ended. I/We further agree that the church property will be  
used in accordance with the Rules and Regulations of the congregation (a copy Facility Use  
Policies including the Rules has been received) and I/We hereby consent to the Release  
and Indemnity Agreement.

Name of Organization (if applicable): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Print Name(s): \_\_\_\_\_

Title (if any): \_\_\_\_\_

Date: \_\_\_\_\_

### Zion Use Only

Request Approved  Request Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

Deposit and/or fees received:

Damage deposit \_\_\_\_\_ Member Waiver  Rental \_\_\_\_\_ Total \_\_\_\_\_

Check  Cash  Received from: \_\_\_\_\_

\_\_\_\_\_

**Damage deposit return** (date, amount and initial):

Donated \_\_\_\_\_ Submitted to accounting \_\_\_\_\_

Sent to: \_\_\_\_\_



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# Addendum: Zion Member Small Group Facility Use Policy

*Revised July 2023*

Zion Lutheran Church's primary purpose is to, "Serve Christ by Sharing God's Love." Zion has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you read through and follow this guide along with signing and returning the Facility Use Agreement and Release Form in the full Facility Use Policy.

### Small Group Guidelines

Size: Up to 25 People

Requested Location: Classrooms or Fellowship Hall

Time: During Normal Church Hours

- Beginning No Earlier than 9 AM
- Ending No Later than 4 PM

If the request is being made by a Zion member who will be present for the activities for which this application is being made, there will be no fee for the use of the requested space. A damage deposit is required, however, a waiver (see back page) can be signed in lieu of paying the damage deposit.

While we are glad that we can help provide space for your group to meet, please understand that it is based on availability of both the physical space and our staff to coordinate the activity with other groups in the building. Because of this, we ask that you make your request as soon as possible. If you can let us know at least a week in advance, that would be greatly appreciated. If not, we will still try to accommodate your request the best we can.

Thank you for your understanding!

## Damage Deposit Waiver

I, (print name) \_\_\_\_\_, a member of Zion Lutheran Church, agree to be physically present for the activities for which this application is being made. I agree to be responsible for the conduct of those coming to or participating in the activities. In lieu of a damage deposit, I am willing to be held financially responsible for any damage beyond normal wear and tear which may occur as a result of this activity.

Signature of Zion Member: \_\_\_\_\_

Date: \_\_\_\_\_