



FACILITY USE POLICY

Zion Lutheran Church
3606 Beauchamp St.
Houston, TX 77009
713-869-1493

officeadmin@zionlutheranhouston.org

Zion Lutheran Church (Zion) has been blessed with an abundance of facility space. We believe that we are called to share in this abundance and welcome the use of the facilities by members and non-members, alike.

Facility use is managed through Zion's Event Coordinator, Office Administrator and/or Pastor. Long-term use requests require review and approval by Zion's Advisory Board. Weddings are subject to both the Facility Use and Wedding Policies. Copies of these documents are available through the office administrator or on Zion's website: www.zionlutheranhouston.org.

Booking is considered complete when a Facility Use Agreement has been signed by the individual requesting use and one-half of the total rental fee is received by Zion's Office Administrator. A signed copy of the agreement will be provided upon request.

Facilities are scheduled on a first-come, first-served basis, with Zion's ongoing or pre-scheduled activities taking precedence. No activities will supersede or interfere with worship services, including funerals.

Rules and Regulations

1. **Scheduling for Use.** No facility at Zion shall be used without a valid Facility Use Agreement.
2. **Pastoral Services.** Weddings, funerals and memorial services shall be conducted by Zion's pastor unless another individual has been authorized to serve in his/her place.
3. **Facility Care.** The facilities must be treated with care and respect. All activities should reflect Christian values, respect this religious setting and be congruous with the praise, worship and service of our Lord and Savior, Jesus Christ. Zion reserves the right to refuse access to any facility request.
4. **Building Facilitator.** An authorized facilitator is required to be present whenever a valid Use Agreement is in effect. The Building Facilitator will provide access and egress, ensure the observance of the Rules and Regulations, and assist with any concerns while on site. The Building Facilitator may not be a member of the rental party.
5. **Illegal Activities.** Possession or use of illegal drugs, illegally carrying firearms, gambling for profit, or any other activities banned by rule, ordinance or statute are strictly prohibited and law enforcement will be notified as appropriate.

6. Church Property. Any tangible property such as hymnals, chairs, tables, etc. may be used when renting the facilities but may not be removed without prior permission. Church property must be returned to its original place in its original condition. Sanctuary furniture including the baptismal font, pews, communion rails, lectern and pulpit may not be removed without prior written permission of Zion's pastor.
7. Playground Use. The outdoor playground at Zion is available for rental with the following stipulations:
 - a. You may use the ice machine and refrigerators in the kitchen.
 - b. No glass containers of any kind are allowed.
 - c. No water activities are allowed.
 - d. The bathroom in the hall closest to the playground is the one to be used by all guests.
 - e. An adult must supervise bathroom visits.
 - f. There is no charge for a cleaning fee; therefore, we ask that you leave the playground the way you found it. Trash liners may be found in the can located on the playground.
 - g. All trash must be taken to the dumpster found in the HIM Food Pantry lot across Beauchamp Street.
 - h. In case of inclement weather, your party may be canceled and your money fully refunded.
8. Rental Space. The rental party must remain in the specific areas of the facilities rented with exceptions of the corridors and restrooms. Facilities must be vacated no later than 11:00 p.m. unless specifically authorized in advance and indicated in the Facility Use Agreement.
9. Event Logistics. Set up for activities at Zion is available on the day of the rental unless specifically authorized in advance and indicated in the Facility Use Agreement. Take down must be completed immediately following the event. This includes returning all borrowed property in its original condition to their original location, removing all personal property, and leaving the facility in a reasonably clean state. All trash shall be taken to the dumpster located in the HIM Food Pantry parking lot.
10. Piano and Organ Use. Only approved and trained musicians may use the Zion piano, organ and/or hand bells. Permission to use a musician other than Zion's organist must be obtained from the Director of Music Ministries.
11. Sanctuary Sound and Media Systems. The sound and media system in the Sanctuary may be available for use upon request. These systems must be operated by a Zion Media Facilitator or by an individual who has been trained and authorized in advance.
12. Supervision of Children and Youth. Zion seeks to provide a safe environment for children and youth by adhering to the following rules:
 - a. Adult (age 21 or over) supervision is required for all events.

- b. No child or children must ever be left alone in the facilities or on the surrounding grounds.
 - c. Children shall not run or play in the Sanctuary.
 - d. Children, as adults, are allowed access only to those areas of the facilities included in the Use Agreement.
13. Food and Drink. Food and drink may be consumed in the Great Room, Resource Room, Kitchen, Playground and Pavilion. Under no circumstances are food and drink (other than water) allowed in the Sanctuary, except for the bread and the wine used in the Sacrament of Holy Communion.
14. Alcohol. Alcohol consumption on site is allowed under the following conditions:
- a. Beer, wine and champagne may be served. No hard liquor may be served in the facilities or on the surrounding premises.
 - b. No minors shall be served alcohol of any kind.
 - c. No open containers of alcohol are permitted on the surrounding premises unless specifically authorized in advance.
 - d. The bar(s) must be tended during the entire time that alcohol is served.
 - e. A minimum of two uniformed peace officers must be present prior to the start of the event and at all times when alcohol is served. They must remain on site until all guests have departed the premises.
 - f. Anyone showing signs of insobriety will not be served more alcohol and may be asked to leave the premises.
15. Tobacco Products. Use of tobacco products of any type (cigarettes, cigars, chewing tobacco, e-cigarettes, or vaporizers) is strictly prohibited within any Zion facility and within the outdoor playground area. Smoking is permitted ONLY in the parking lots. Smokers must stand at least fifteen (15) feet from any entrance to the facilities.
16. Kitchen Rules. Zion's kitchen may be used during events as needed and articulated in the Use Agreement. The following conditions apply:
- a. Any disposable supplies currently in the kitchen are for the exclusive use of Zion-sponsored events.
 - b. Non-members must receive instruction in the use of the commercial oven from the Building Facilitator.
 - c. The dishwasher is not available for use.
 - d. All leftover food and drinks must be removed or disposed of properly.
 - e. The kitchen must be left reasonably clean (i.e. dishes cleaned and put away, food disposed of in trash cans or removed from premises, large spills cleaned, etc.).
 - f. If a catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, flatware, serving pieces, glasses, tablecloths, serving trays, pots and pans, etc.) and remove them immediately after the event. Storing of catering equipment is not permitted.

17. Decorations. No decorations may be attached to walls, doors, ceilings, or other fixtures within the building. Use of non-latex balloons is encouraged due to latex allergies. All decorations must be completely removed immediately following the event.
18. Candles. Candles may be used in the Sanctuary or Great Room, but only if they are placed in an appropriate candle holder that is designed to prohibit wax from dripping onto the tables and floors. Candle holders that attach to pews are available upon request.
19. Animals. Service animals are always permitted at Zion. No other animals are allowed in the facilities without prior approval.
20. Access Security. External doors must be locked thirty (30) minutes after the start of an event. You must assign someone from your group to open a locked door to allow entry for late arrivals, and doors must never be left propped open.
21. Storage. No on-site storage space is available beyond a period proximate to the start and end times of the rental event.
22. Recurrent Users. Those individuals and organizations whose use of the facilities are long-term and recurring, must enter into a Building Use Contract which is reviewed, updated if necessary, and renewed on an annual basis. All organizations utilizing any portion of the facility will provide proof of liability insurance to use the facilities with Zion being named as an additional insured entity on the insurance policy.
23. Injury or Incident. In the case of an injury, severe illness or incident, you must DIAL 911 IMMEDIATELY, and then notify the Building Facilitator.
24. Loss of Property. Zion is not responsible for any loss, theft or damage to personal property from the facilities or parking lots.
25. Noncompliance with Rules and Regulations. Failure to comply with these Rules and Regulations may result in forfeiture in whole or in part of the security deposit set forth in the Fee Schedule.
26. Acceptance of Rules and Regulations. By signing the Building Use Agreement, you, your group, and your sponsoring organization accept these Rules and Regulations as outlined above.

Fees and Incidentals

Down Payment. One-half of the estimated total rental fee is due at the time of booking and contract execution. Payment in full must be made no later than 30 days prior to the event date.

Security Deposit. A security deposit of \$250 will be required on the final payment date. Provided there is no damage, the security deposit will be available at the church office on the next church business day. Provided there is damage to any Zion property, the security deposit will be forfeited and an independent contractor will be called to provide an estimate of repairs. The signatory on the Building Use Agreement is responsible for paying all costs not covered by

the security deposit. Please notify the office administrator of any defacement, damage or breakage to Zion property or facilities.

Cancellation. If for any reason, you cancel your event once a signed contract is on file, all fees paid including the security deposit will be refunded to you, less \$35 in administrative fees.

Fee Schedule*

Facility	Member Fees	Non-Profit Fees	Guest Fees
Sanctuary	Donation		\$300
Great Room with Kitchen	\$300 suggested donation \$150 for half		\$500 entire Great Room \$250 for half
Choir Room	Donation		\$40/hr
Parlor	Donation		\$40/hr
Resource Room	Donation		\$40/hr
Church Office Work Room	Donation		\$40/hr
Custodial Fees	\$140		\$140
Table/Chair Set-Up	\$75		\$75
Playground	Donation		\$140 (Building Facilitator and bathroom use included)
Pavilion	Donation		\$250
Building Facilitator	\$40 (two trips to open and close facility)		\$20/hour (Remains onsite)
Media Facilitator	\$20/hour		\$20/hour
Administrative Fee	\$35		\$35
Organist	Contact organist for fee schedule.		Contact organist for fee schedule.
Pastor	Donation		\$300
Pre-Marital Counseling	Donation		\$300

* Includes 6-hours of facility use, unless otherwise noted. \$50/additional hour with AB authorization.

FACILITY USE AGREEMENT

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3606 Beauchamp St.
Houston, TX 77009

713-869-1493 officeadmin@zionlutheranhouston.org

Responsible Party: _____

Address: _____ City, State and Zip Code: _____

Telephone Number: _____ Email Address: _____

Non-Profit Group: Yes No

Date of Event: _____

Nature of Event: _____

Start Time: _____ End Time: _____

Number of Participants Expected: _____

Number of Adult Supervisors (if a children's event): _____

Playground Use Only (access to kitchen and restrooms): Yes No

Media Facilitator required: Yes No

Alcohol Service*: Yes No

*If alcohol is being served, there must be two peace officers present prior to the start of the event, remaining until all guests have left the property.

Recurring Event: Yes No

weekly bi-monthly
 monthly multiple days

Day of the week (Circle):

M T W Th F Sa Su

Special Needs or Requests:

Set Up Instructions:

Please initial the following and sign below:

____ I acknowledge receipt of and agree to the Zion Lutheran Church Facility Use Policy.

____ I have read and understand the Rules and Regulations and Fee Schedule contained in the Zion Lutheran Church Facility Use Policy.

____ I understand that the deposit of one-half of the total rental fee is required to secure the rental space and event date.

____ I understand that my full balance, plus a separate security deposit check, is due 30 days prior to the event or my event may be canceled.

____ I agree to be present during the event, to serve as the supervising adult during the event, and to enforce the Rules and Regulations contained in the Zion Lutheran Church Facility Use Policy.

____ I affirm that neither I nor the group or sponsoring organization which I am authorized to represent will hold Zion, its pastor, its Advisory Board, its elected officials, agents, employees, members and volunteers responsible for injury to person or loss of life or property damage incurred by me or any member of my group or sponsoring organization while in the facilities or on the surrounding premises.

Signature

Printed Name

Phone Number

Date

*******Office Use Only*******

Reservation secured on: _____

Down payment and signed Building Use Agreement received on: _____

Remainder of fees received on: _____

Building Facilitator: _____

Media Facilitator: _____

Amount of Security Deposit: \$ _____

Deduction from Security Deposit: \$ _____

Amount to be refunded: \$ _____

Refund check mailed/hand delivered on: _____

