

St. Peter's Lutheran Church of Cape Cod

310 Route 137 ~
Harwich, MA 02645

Building Use Packet

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Co-Pastors

The Rev. Christian G. N. Holleck

The Rev. Tiffany Nicely Holleck



Minister of Music
Cheryl Duerr

Parish Administrator
Lois Thomas

Administrative Assistant
Diane Stauss

St. Peter's Lutheran Church

The Evangelical Lutheran Church in America

Summer 2019

Thank you for your interest in using the Saint Peter's facility. Our congregation is happy to share its blessings with our community. Here is a packet of information in which you will find our Building Usage Policy, Application, General Rules, Statement of Indemnification and Suggested Donation.

If you haven't checked out the dates you need, please call the church office as soon as possible. Complete the application, send it in with any other information or forms we'll need (the packet gives you directions on that), and we'll process it as soon as possible.

Please note that all non-member parties using the facility are required to have a Certificate of Insurance with "Saint Peter's Lutheran Church of Cape Cod" named as an *Additional Insured*. We also require users to sign a Statement of Indemnification.

Please don't hesitate to call with any questions.

In God's peace,

Lois Thomas
Parish Administrator

Encl.: Building Use Packet
(12/14/10)

310 Route 137, Harwich, MA 02645 Phone: (508) 432-5172 FAX: (508) 432-5125
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St. Peter's Lutheran Church of Cape Cod

310 Route 137 ~ Harwich, MA 02645

BUILDING USAGE POLICY

Statement of Intention

St. Peter's intends to be a contributing member of its community from both an evangelical and secular perspective. Our congregation seeks to build and maintain a positive relationship with individuals and groups in the community at large. To that end, St. Peter's offers the use of its facility by community organizations and individuals.

The church does not charge rent for its facility but does accept donations in appreciation of the availability and use of the facility, to help defray the maintenance and operating expenses.

Our building has two levels and is entirely accessible to the handicapped. There are rooms available on each level. Our Fellowship Hall, on the lower level, is the most appropriate area for more than 20 attendees where tables and chairs are necessary. You may request a specific room, and we will make every effort to accommodate your request, but the final decision will be made by St. Peter's based on availability and the coordination of multiple events

Application must be made to St. Peter's at least 15 business days in advance of the date needed, using the APPLICATION form provided. We recommend that you call ahead to determine if your dates are available before submitting the application. The fully completed and signed application should be mailed or brought to the church office. The application will be reviewed and approved by the appropriate person, committee, or the Church Council.

St. Peter's will send written confirmation of the application along with any other forms or requests that may be necessary. If it is necessary to have a St. Peter's representative (custodian or other) present for the entirety of your event, outside the regular hours of the church office or the custodian, there may be a separate fee payable. This will be addressed in your confirmation or prior to your event.

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Building Use: General Rules (December 2010)

GENERAL GUIDELINES

- ❑ Alcohol is prohibited in church buildings and on the church grounds, except for champagne toasts at weddings.
- ❑ Smoking is prohibited inside the building
- ❑ Rooms are to be left as they were found.
- ❑ Trash receptacles should be emptied and brought to the dumpster outside.

PARKING

- ❑ Please park in designated areas in the lots.
- ❑ Please report (to the church office) any damage seen or done during an event.

SECURITY AND CONSERVATION

- ❑ Please conserve energy and help us to secure the building at night.
- ❑ Turn off all lights.
- ❑ Close and secure all windows and doors.
- ❑ Turn down heat/air thermostats as directed in each room.
- ❑ Please use only the necessary utilities during the event.
- ❑ Check restrooms used. Make sure lights and water are off.
- ❑ Please notify custodian or church office of any issues (missing supplies, burned out lights, water problems or damage, etc.)
- ❑ Any breakage, accidents, or injuries should be reported to the church immediately.
Call the church office.

SUPERVISION

- ❑ We welcome children and understand that supervision is the responsibility of the organization or individual using the facility.
- ❑ Please be sure supervision is adequate for the event, including the playground.

SUPPLIES

- ❑ All groups will provide their own supplies.

CLEANING AND TRASH

- ❑ Kitchen facility and equipment are to be cleaned completely by the individual organization using it before they leave the premises at the end of the event.
- ❑ When food garbage is involved, all trash must be taken outside to the dumpster at the end of the event. The dumpster lid must be completely closed to avoid problems with animals outside overnight.
- ❑ Any concerns should be reported immediately to the custodian or the church office.

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SUGGESTED DONATION FOR USE OF FACILITY
Community Groups and Individuals

St. Peter's Church is blessed to have a facility that can be shared with its community. St. Peter's gratefully accepts donations from those using the facility, to help defray maintenance and operating costs. There is no rental fee for building usage.

This table is a guideline only. However, the guideline considers whether a group is "for-profit" (FP) or "not-for-profit" (NFP), the utilities potentially used, any set-up provided by the church (custodian or otherwise), and other issues not expressly listed here.

An individual or organization using the facility may make other arrangements through the appropriate channels when reserving the needed space(s). Boys & Girls Scouts and any Church Organizations (NFP) are welcome to use the facilities without consideration, or the organization may choose to make one annual donation.

The amounts are based on "per-room, per-day" for one-time, or once-a-year events excluding weddings and funerals. Suggested donations by musical groups shall be determined by the Music Ministry and staff of St. Peter's. On-going, regular events could determine a one-time or once-a-year donation.

	Under 15 attendees	15-99 attendees	100 or more attendees
Daytime			
8am – 4pm	\$10.00 (NFP)	\$50.00 (NFP)	\$100.00 (NFP)
	\$25.00 (FP) OR	\$100.00 (FP) OR	\$250.00 (FP) OR
	% of fees/registration	% of fees/registration	% of fees/registration
Evening			
4pm – 11pm	\$20.00 (NFP)	\$50.00 (NFP)	\$100.00 (NFP)
	\$50.00 (FP) OR	\$100.00 (FP) OR	\$250.00 (FP) OR
	% of fees/registration	% of fees/registration	% of fees/registration

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STATEMENT OF INDEMNIFICATION

Hold Harmless Agreement

For Groups and Individuals Using St. Peter's Facility

_____ (*The User*) hereby agrees to
(Name of Individual or Group)

indemnify and hold harmless St. Peter's Lutheran Church of Cape Cod, its agents, and its employees from and against any and all claims, damages, losses, and expenses, including attorney's fees, for bodily injury, sickness, disease or death, or for injury to or destruction of tangible property including the loss of use resulting therefrom, arising out of or resulting from the use of St. Peter's Lutheran Church or any premises owned and/or operated by it, provided that any such claim, damage, loss, or expense is caused in whole or in part by any negligent act or omission of *The User* or any of its members, guests, agents, servants, and/or employees, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Authorized Signature: _____

PRINT Name of Responsible Individual or Representative for Group; signature above

PRINT Title of Representative

Date: _____

Date Received by St. Peter's: _____

Received by: _____ Title: _____

Date Requested for Use of Facility: _____

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NON-MEMBER APPLICATION FOR USE OF THE FACILITY

Date of Application: _____

One-Time/Annual Event or On-Going/Regular Event? _____

Private or Public? _____ Fee/Registration: \$ _____

For Day: _____ Date(s): _____ Time: _____ to _____ AM/PM

Room(s) Requesting: _____

Name of Individual or Group using the facility: _____

Mailing Address of Individual or Group: _____

Contact Name (for Groups): _____

Contact Mailing Address and Phone: _____

Contact Email Address: _____

Describe the event or the intended use of the facility:

Total expected number of attendees: _____ Adults: _____ Children: _____

Set Up Help Needed? _____ Provide drawing & explanation of set up needed.

Person(s) responsible for clean up after the event: _____

Phone number(s) of the above person(s): _____

Certificate of Insurance (required coverage \$1 million with St. Peter's Lutheran Church of Cape Cod named as *Additional Insured*); Date of Certificate: _____

Name of Policyholder: _____

Name of Issuer: _____

It is understood and agreed to that any damage that occurs during the event, set up, and clean up, is the responsibility of the individual or group reserving and using the facility.

Authorized Signature of Applicant: _____

Print Name: _____ Date: _____