



Building Use Requirements

The acceptance of a contract issued for use of Halfway Creek Lutheran Church facilities constitutes an acknowledgement by the organization or group of the following conditions:

1. All facility use contracts are subject to cancellation.
2. No group or organization may sublet their use of the facilities to any other group.
3. Organizations or groups holding a contract must inform the church office if a change in plans or termination of the contract is required. The organization or group may be required to pay for the use of the facility if cancelled less than 48 hours before the scheduled use.
4. The individual that secures the contract, or a designated representative, must be present from the time of entry into the facility until the time of departure.
5. Activities are to be concluded by 10:00 p.m.
6. If an annual contract holder fails to use the facility on a regular basis, or if two successive sessions are missed without notification, the contract will be reviewed.

Use and Liability

1. The persons or group using the facility or grounds must restore to original condition any property destroyed or damaged at their own expense. Any equipment/supplies destroyed or missing will be replaced by Halfway Creek Lutheran Church with equipment/supplies of equal quality and the cost charged to the user. Moving of items in the sanctuary is allowed ONLY with pre-approved permission from the church office and must be done under supervision of a church representative. Blue painters tape only – to be used on walls and wood work or 3M Command Hooks for the walls.
2. The responsibility and the liability for injury to persons or damage to property must be assumed by the organization or individual under contract.
3. All groups are required to clean up after using the facilities. Reposition the room and items to original arrangement.
4. The custodian is responsible for the care of the property and supervises the operation of the church. The custodian does not supervise groups or activities. Please be considerate of other groups' property within Halfway Creek Lutheran.

Food and Beverages

1. The serving of food and beverages is not allowed unless prior arrangements are made. Food and beverages must be served in approved locations within the building. No food or beverages are allowed in the sanctuary.
2. Food shall not be left at the church after use of the Fellowship Hall, Heritage Hall, church, kitchen or narthex.
3. The use of alcoholic beverages or illegal drugs in any form is prohibited on the Halfway Creek Lutheran Church premises. Smoking and/or tobacco use in the building is also prohibited.

Miscellaneous

1. All paper toweling, dish soap, dishcloths and garbage bags will be provided. Tablecloths should be furnished as needed by the renter.
2. Rice, birdseed and confetti are prohibited from use (at weddings or other festive occasions) on the church property.
3. Fellowship Hall Doors must be closed when you leave.
4. Classroom doors need to be open when you leave.
5. Bulletin Boards – Items must be approved through the office before hanging.
6. Borrowing church property – This request must go through the office. A deposit will be requested. Your deposit will be returned when all items are returned in the condition and approved
7. Donation of items to the church should be approved by the Vision Board.

Signature

Date