Facility Use Procedures

First Lutheran Church wishes to make its facility available on a space-available basis to community organizations and individuals for purposes consistent with its mission. Although fees received from this use are directed towards the general budget of the church, the primary purpose is to maintain the facility and to be of service to the community.

Application

1. Groups or individuals ("Applicants") who want to use church space must complete a Facility Use Application and Agreement form at least two weeks, but no more than twelve months, prior to the desired date(s).
2. The Office Manager verifies the availability of the requested date, forwards to Pastor for approval, and, if approved, adds the event to the website calendar.
3. Applicants must submit the security deposit at the time their application is approved. All other fees must be submitted at least one week in advance. The Office Manager will give the Applicant keys to the facility one week prior to the rental date, if all fees have paid in full.
4. Each Applicant must comply with the instructions below, the Facility Use Application and Agreement, and all instruction sheets provided by First Lutheran Church.
5. Upon return of the facility in satisfactory condition and the keys, the Office Manager will return the Applicant’s security deposit.
6. Applicants who use the facility on a recurring basis must update their Facility Use Application and Agreement annually.

Instructions for Facility Use

A. Limitations on Use. Only the rooms specified in the Facility Use Application and Agreement are to be used, even though other rooms may be vacant. The facility is to be used only at the time(s) specified in the Facility Use Application and Agreement. Permission to use the facility is personal to Applicant, and Applicant may not permit any other person or group to use the facility without the prior written consent of First Lutheran Church.

B. Clean Up. Applicant is responsible for returning the facility to the condition and configuration it was in prior to Applicant’s event. Stack chairs and fold up tables. Turn off all lights. Close and lock all doors and windows.

C. Waste. Applicant is responsible for complying with Palo Alto’s Zero Waste program. All compost, recycling, and garbage must be placed in the appropriate bins located in the back courtyard. Never leave waste of any kind in the kitchen or other church rooms. Flowers,
decorations, food, and all other property of Applicant must be removed after the event.

D. **Furniture.** Applicant must inquire in advance what furniture may be moved, especially in the sanctuary, and make sure everything is returned to its proper place. No furniture or equipment may be taken from the premises under any circumstances.

E. **Organs and Grand Piano.** Applicant must receive permission from the organist to use the church organs or grand piano for any purpose. If the Bond continuo organ is to be re-tuned, the tuner must be approved by the church organist and, if requested, the organ must be returned to the original tuning after the event takes place. Use of the Bond continuo organ off-site is covered by a separate rental policy.

F. **Decorations.** No tacks, nails, tape or other material that will deface church property may be used. Decorations such as streamers may not be attached in a manner that will leave permanent marks.

G. **Food and Beverages.** No food and beverages, including water, may be served in the sanctuary. Cooking or food preparation is not allowed without the prior written consent of First Lutheran Church. When the kitchen or kitchen equipment is used, it must be left in clean and tidy condition, including floors. All china, silverware, and other kitchen items must be returned clean to their storage areas.

H. **Smoking.** Smoking is prohibited inside the facility and within twenty feet of all doors.

I. **Alcohol.** Alcohol may not be served without the prior written consent of First Lutheran Church. Applicant agrees to adhere to all applicable laws, regulations, and ordinances relating to the distribution, use, and sale of alcohol.

J. **Noise.** Applicant agrees to adhere to the regulations of the City of Palo Alto Noise Ordinance. Applicant is responsible for any cost arising out of violation of this ordinance, including, without limitation, legal fees and citation fees.

### Fees

<table>
<thead>
<tr>
<th></th>
<th>First 4 hrs</th>
<th>After 4 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanctuary (seats 120)</td>
<td>$250</td>
<td>$50/hr</td>
</tr>
<tr>
<td>Parish Hall/kitchen (100 for reception; 75 for dining)</td>
<td>$150</td>
<td>$30/hr</td>
</tr>
<tr>
<td>Single room (library or upstairs meeting room)</td>
<td>$50</td>
<td>$10/hr</td>
</tr>
<tr>
<td>Security deposit</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Lost key charge</td>
<td></td>
<td>$100</td>
</tr>
</tbody>
</table>

- Weddings must receive special permission from the Pastor. The church organist retains right of first refusal for all weddings performed on-site.
- For concerts, the fee is charged for the performance; a dress rehearsal may be scheduled at no extra charge. The same applies to wedding rehearsals.
- There is no charge to use the organs or grand piano on-site, but usage must have prior approval of our organist.
- Recurring (e.g., weekly) events are negotiable on a separate basis.