UNITED FREE
LUTHERAN CHURCH

845 Old Ridge Road, Greenbush MN 56726
218-782-2249

Pastor Jordan Langness
Email: uflcpastor@outlook.com

Facility Use Application

Name of Group or Individuals_____

Address_____

Contact Person_____ Phone Number_____

Date(s) of Event_____ Time_____

Meeting Purpose_____

Room(s) Requested _____Sanctuary _____Overflow Room

_____Kitchen/Dining Room _____Classroom(s) _____Dining Room

Number expected_____ Will Food be served _____ Yes _____No

Special
Instructions:_____

A cleaning deposit may be required, depending on the event.

UFLC is not responsible for accidents. All Liabilities are the responsibility of the persons holding the event.

I have read and understand the attached church usage policy and will comply with the policy.

Signed_____Date_____

For Office Use Only: Date Received_____

Event approved by_____

Reason is "NO"_____

Deposit received_____ Deposit returned/kept_____

Facility & Property Use Policy for United Free Lutheran Church

1. Building use for any purpose outside of regular church functions must be approved by the Board of Trustees or their representative. The Church Board has the right to review any and all requests as seen necessary by the Trustees, and may alter, or make exceptions to any of the rules. The Church Board may also deny any request whether it is in compliance with the below rules or not.

2. If a non-UFLC group uses the facilities, they may be required to pay a deposit as per Board discretion, commensurate with use, in advance. When they clean up after themselves (same day), the deposit will be returned.

3. There is no charge to anyone, members or non-members, for funerals.

4. Any for-profit entity must receive prior Board approval.

5. Cleanup of all facilities used is required by anyone using the building. This includes members and non-members.

6. Persons or groups using the facility or borrowing items will be liable for any damage resulting from its use and return of borrowed items in a timely manner.

7. A church member must be present when any facilities are used.

8. When using the sound system, a church technology representative must be present. When using the kitchen, a WMF person must be present.

9. Our facilities and property are smoke-free and alcohol-free.

10. Priority of use is as follows as per Section IX of UFLC Constitution (Board reserves the right to determine charge and use):

    1. Any ministry of UFLC
    2. Any group or organization outside of UFLC ministries may use the facilities, as long as they seek to promote the spread of the Gospel or the building up of believers.
    3. Any member in good standing of UFLC may use the church for occasional personal purposes.
    4. Uses by non-members, as long as they are not inconsistent with the mission of UFLC.

11. UFLC is not responsible for accidents. All Liabilities are the responsibility of the persons holding the event.