



**EMMANUEL LUTHERAN CHURCH**  
**777 Mooring Line Drive**  
**Naples, FL 34102**  
**[www.naplesemmanuel.org](http://www.naplesemmanuel.org)**  
**239-261-0894**

*“A Christ-centered community where God’s Spirit transforms our lives as we worship, learn, love, share and serve.”*

## Emmanuel Lutheran Church *Facility Use Policy*

### GENERAL PROCEDURES

- A. Priority for use of the facilities of Emmanuel Lutheran Church (ELC) will be established in this order:
  - 1. Programs or events planned and implemented by the Ministry Boards and ministry groups directly associated with Emmanuel Lutheran Church.
  - 2. Programs or events for recognized not for profit organizations as defined by federal regulations, with a current federal identification number.
  - 3. Programs or events offered as a means of service to a person or a group in our community (such as various support groups.)
  - 4. Programs or events planned by other outside groups not falling in any of these other categories.
- B. All groups requesting use of any part of the facility at Emmanuel Lutheran Church must make such request in writing at least two weeks prior to the event date, using the Facility Use Rental Contract and appropriate deposit submitted. Any requests received less than two weeks before the event date may not be disapproved at the discretion of the Chief Operations Officer.
- C. Request for facility use will be accepted no more than six months in advance in order to facilitate planning of church related ministries.
- D. As confirmation of your reservation, a copy of the completed, signed Facility Use Rental Contract will be returned to you. If we are unable to schedule your event on the date requested, we will make every attempt to notify you by phone, email or in writing as soon as possible.
- E. A reservation will be held for no more than two weeks. The Facility Use Rental Contract and appropriate deposits and/or fees must be submitted to the church office by that time otherwise the reservation will be canceled.
- F. For ongoing monthly events, the initial two months must be paid in advance and then on a monthly basis thereafter.
- G. If a scheduled event must be cancelled, two weeks’ notice must be given in order to receive a refund or credit.
- H. Food and beverages are to be consumed only in the Family Life Center or Community Room. Alcoholic beverages are not allowed to be consumed on the premises.
- I. All Emmanuel Lutheran Church facilities are NO SMOKING areas.

- J. **Proof of insurance with liability coverage must be submitted by any outside agency prior to a scheduled event.** Such documentation will be kept on file for multiple uses, but must be updated at least once a year to verify coverage.
- K. No nails, hooks, crews or other material may be used on walls or ceilings. All decorations must be removed at the conclusion of the event unless other arrangements have been made with the office.
- L. Any agreement made constitutes the use of the specific facilities noted in the Facility Use Rental Contract, along with restrooms only. A maintenance fee of \$125 per event is charged to setup and take down tables, chairs, and podium.
- M. No equipment is permitted to leave the premises. Any missing or damaged equipment will be charged against the deposit. If custodial (cleaning) services are needed, you will be charged at the rate of \$50 per hour, which will be deducted from the security deposit.
- N. Appropriate supervision of participants is required, especially when children are present.
- O. The designated person on the Facility Use Rental Contract will be responsible for arranging for key pickup and return to the church office. The office is open from 9:00 am to 5:00 pm, Monday thru Thursday and 9:00 am to 12:00 pm on Fridays. All doors must be secured at the end of each event. Under no circumstances are users authorized to lend or duplicate assigned keys.
- P. The designated person on the Facility Use Rental Contract will be responsible for turning off all lights, fans, and equipment at the end of the event. You may unlock doors for your group, but please do not leave doors standing open during an event.
- Q. Each group is responsible for cleaning up any trash or mess made during the event. The dumpster is located on the north side of the building.
- R. Report any loss, theft, or damaged or inoperable equipment to the church office as soon as possible.
- S. Prior to the return of deposits, the facility will be checked for damage and cleanliness. Custodial work will be deducted from the deposit at \$50.00 per hour.
- T. Facility use hours are from 8:00 a.m. to 10:00 p.m., unless special permission has been granted prior to the event.
- U. **Maintenance and custodial services are not available on weekends and holidays.** Please call the office Monday through Friday to arrange to set up tables, chairs, equipment, etc. Please refer to the Facility Use Fees regarding setup/takedown fees.
- V. PLEASE DO NOT ARRIVE EARLIER THAN THE TIME INDICATED on the rental agreement, as the facility will not be available until your designated time. It should be noted that all rental agreements must include the time needed prior to and after the event (decorating, participants' parking, cleaning up, etc.)
- W. If the rental agreement includes use of the kitchen, you will be responsible for cleaning up dishes, pots and pans, and general cleaning of the area. This is not part of the maintenance setup/takedown fee. This is an additional fee.