

Facility & Grounds Usage Policy

Purpose

Concordia Lutheran School's (CLS) facility and grounds are to be used to serve the purpose of the school as set forth in the Lutheran Central School Association of Peoria Illinois Inc (LCSA) Constitution. CLS serves as a place of worship and religious instruction adhering to our Statement of Belief. We expect that each User who uses the facility and grounds will do so in a manner consistent with our Statement of Belief. CLS considers it a blessing to share what God has given us with each User (an individual or group). To ensure good stewardship of what the Lord has given us, we expect each User to abide by this policy.

Requests

- All requests by a User for use of the school facility and grounds must be approved, and any scheduling conflicts resolved, by the CLS administrator or designated staff member. A **Facility Contract Form** must be signed and returned to the school office by the User before the school facility may be used.
- CLS Rooms available for usage may include the Ruppert Center (including the Kiesgan stage), the Commons, Gym B, all restrooms directly connected to these rooms and the school grounds. All school classrooms, media center, kitchen and offices are generally not available for usage.
- CLS reserves the right to cancel a contracted scheduled event, for any or no reason, with adequate notice in the judgment of CLS to the User or at any time without notice due to exigent circumstances. This is non-negotiable. CLS must be promptly notified of any change in the User's plans, including the cancellation of the event.
- CLS will contract with the User for one time and/or recurring usage. Each time of usage will be reviewed at appropriate times during the usage and at the end of the contracted time. The longest term of contract is one year (twelve months).
- Approval of the use of the grounds and facilities does not constitute or imply endorsement of the User, their mission, or their positions. The User must not advertise the event in such a way as to imply endorsement by the school.

Guidelines

- The User is responsible for the actions of their guests/clients. The User is to stay within the area/areas that have been agreed on.
- Violation of laws and/or usage guidelines may result in immediate cancellation of use of the facility and grounds and/or to deny use in the future, including but not limited to ...
 - The User shall refrain from tobacco use in all parts of the facility and the grounds according to state and federal laws. The user shall also refrain from using e-cigarettes in all parts of the facility and grounds.
 - The User is not permitted at any time to serve, consume, or use alcoholic beverages, marijuana, or narcotics in all parts of the facility and grounds.
 - Weapons are not allowed in all parts of the facility and grounds.
 - The User will make sure that all outside doors are locked when they leave the facility.
- CLS works to maintain a safe and secure environment within its facility and on its grounds, however, no systems are foolproof. We ask that the User pay close attention to personal property and valuables, not leaving them unattended. All agreed-upon outside entrances must remain closed and monitored during usage with outside entrances not propped open at any time. CLS is not responsible for theft or damage to personal property.

- Parking in the CLS parking lot is available only during the period that the User has contracted to use the facility and grounds. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense. CLS is not responsible for theft or damage to personal property.
- When leaving the facility, the following items should be completed:
 - Restrooms checked to make sure water is turned off in sinks.
 - Setting up and returning each space to its needed configuration will be agreed upon and stated clearly in the contract.
 - All trash/garbage should be removed from the facility and placed in the dumpster outside in the fenced area by the garage.
 - Lights in the area of use need to be turned off.
 - Windows closed if opened in the area of use.
 - Outdoor entrance doors securely closed and locked.
- If unique custodial assistance is needed there will be an agreed-upon additional fee to cover reasonable costs.
- The CLS administrator or designated staff member will review the condition of the facility after usage to determine if an additional fee will be assessed. If the facility is not left in the agreed-upon condition, the User will be charged for the cost of cleanup. The User is expected to exercise reasonable care and judgment in such use to prevent defacement, damage, or breakage. The person signing the contract shall be responsible for paying costs incurred by CLS for cleaning, repairing, or replacing any part of the building or its furnishings and equipment that has been carelessly or irresponsibly subjected to more than normal wear and tear. This will be determined by the judgment of the CLS administrator or designated staff member.
- The responsible individual will need to pay a \$100 refundable deposit for designated keys. Refund of deposit will be made at the end of the contract when the keys are returned. The designated keys can be obtained through the school office.

Insurance

Use of the facility and grounds may require the User to provide a certificate of insurance naming "Concordia Lutheran School" as an additional insured. If required, the certificate of insurance must be delivered to the CLS administrator or designated staff member prior to use of the facility.

Donation

The purpose of the suggested donations noted on the facility contract is to help offset facility and grounds expenses. Agreed-upon payment must be paid to "Concordia Lutheran School" and submitted before the contracted time period begins and before any agreed-upon intervals for continued use. The assessment of fees may be adjusted or waived at the discretion of the CLS administrator or designated staff member.

Facility Contract Form

Please print clearly. Please submit this form to the school office. Please check the appropriate items to be used and indicate additional information.

User Name: _____

Responsible Individual: _____

Mailing Address: _____

Best Contact Phone: _____

Best Contact E-mail: _____

Activity Description: _____

Time/Period Requested:

Beginning Date: _____ Ending Date: _____

Day/s of Week: Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday

Start Time: _____ End Time: _____

Requested Area (s):

Ruppert Center Commons Gym Grounds

Anticipated Number of Participants: _____

Key requested and deposit submitted

Suggested Donations and Fees

- Ruppert Center: \$40/hour
- Commons: \$20 for 1-3 hours/\$30 for 4-8 hours
- Gym B: \$15/hour
- Grounds: \$15/hour
- Additional Custodial Fees: \$20/hour
- Designated Keys: \$100 refundable deposit

Agreed Upon Donation: _____

Additional Facility and Grounds Setup and Usage Requirements:

Release and Indemnity Agreement

NOW THEREFORE in consideration of Concordia Lutheran School permitting

_____ (name of the User) to use its property, the User hereby releases, discharges, and covenants not to sue CLS or its administrators, directors, agents, officers, members, volunteers, and employees, from all liability, claims, demands, losses, or damages arising out of the User's use of the CLS property. If any member, guest, invitee, or participant of the User makes any claim against CLS or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with the User's use of the property, the User will indemnify, defend and hold CLS and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

As the User, I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur because of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the CLS property will be used in accordance with the CLS Facility Usage Policy, and I hereby consent to the Release and Indemnity Agreement. I have read and understand the responsibilities listed above:

Responsible Individual's Signature

Date

CLS administrator or designated staff member

Usage Confirmed Date