

Lutheran Church of the Atonement
Florissant, Mo.

FACILITY USE GUIDELINES

Atonement's facilities and equipment are intended primarily for active church members and for School activities. Atonement's Board of Properties has extended the use of the facilities and equipment for the use by members, inactive members, and non-members for other non-church or non-school related activities. The Board of Properties also allows, on a case-by-case basis, the use of Atonement facilities and equipment by non-Atonement members. Those persons who use the facilities should treat them as they would their own home or property. The congregation has a substantial investment in the facilities and equipment, and continues to invest monies to improve as well as to maintain the facilities. Outlined below are the processes to follow to use Atonement's facilities. Also outlined are the responsibilities of the designated leaders for the activity.

To request the use of Atonement facilities please complete the following:

1. All forms must be completed and attached before a facility use request will be processed. All forms must be submitted to Church office.
2. Fill Out a Facility Rental/Usage Request Form.
3. Complete the General Release of All Claims form for each participant if the event is a sporting event.
4. As necessary, provide an Insurance Certificate.

Please attach a copy of the insurance certificate listing the Lutheran Church of the Atonement as an add insured and provide a copy of applicable exclusions. The insurance must be in full force and effect during activity and any modification or change to the policy requires 15 days notice be given to Atonement. Atonement requires Commercial General Liability coverage of at least one million dollars.

Note: if your organization does not have insurance you may choose to provide coverage through your homeowner's policy. Talk to your agent about increasing your homeowner's coverage to one million dollars for the date(s) of the events, and name Atonement as an additional insured.

5. Consult with the Parish Administrator or his/her designee regarding specific requirements for the care of the facility to be used. In all cases, a determination made by the Parish Administrator and/or his/her designee shall be deemed final.

Responsibilities of Activity Leader(s) (those who schedule and co-ordinate the activity)

Note: Activity Leader(s) must be active members of Atonement unless specifically excepted by the Board of Properties for an individual activity. Members are considered inactive members if they are not worshipping or communing at Atonement Lutheran, nor contributing to the support of Atonement Lutheran.

1. Submit a Facility Rental/Usage Request form for the date(s), facility and equipment for which the activity requests use.
2. Ensure that every participant has completed a current General Release Form for the activity. The form must be signed by the participant or parent or guardian (if the participant is not of legal age). Activity Leader(s) must submit an original completed General Release of Liability Form for each participant. For recurring activities which span more than one date, General Release Forms will have to be signed at the beginning of each scheduling year (August) and are valid through the end of the scheduling year (July). Any additions to the roster require that a completed General Release of Liability Form be completed for new participants. It is the Activity Leader's responsibility to assure that any person participating in an event is covered by a release form and that anyone not completing a release form not be allowed to participate until the form is completed.
3. If any type of injury or property damage occurs (whether to a participant's property or to Atonement's facilities or property), it is the responsibility of the Activity Leader(s) to call the Church office as soon as possible to report the incident, and to file a written report with the Church office within ten (10) days of the occurrence.
4. Activity leader(s) are responsible for the return of all equipment which has been used. Activity leader(s) may be financially responsible for damages to Atonement facilities or equipment which was utilized during the activity.

Unless custodial services are to be provided by Atonement in accordance with our Facility Use Guidelines, Policy 4.5 and the fee schedule therein, activity leader(s) are responsible for clean up of the facility which the activity used including but not limited to sweeping, mopping restroom floors, emptying of trash, replacing trash can liners, turning out lights, turning off heat / air conditioning, and lock up. Failure to comply may, at the decision of the Board of Properties, result in the activity being cancelled from using Atonement's facilities and equipment and/or loss of deposit. In summary, "leave the facility as you found it."