



ASCENSION LUTHERAN CHURCH

95 Allen Road, South Burlington, VT 05403
(802) 862-8866 | www.alcvt.org

OCCASIONAL USE POLICY

1. All requests to use ALC facilities should be referred to the ALC Office Manager Elizabeth Wirls. She can be reached at church.office@alcvt.org, (802) 862-8866, or at the church office Mon-Thurs 9am-2pm.
2. Individuals or organizations requesting space should fill out the 'Occasional Use Request Form.'
3. If an organization is requesting to have the facility use fee waived, please submit a letter detailing your request along with the 'Occasional Use Request Form.' The office manager will forward the letter to the ALC Church Council, who will decide the request.
4. After the space request is confirmed by the Office Manager, an 'Occasional Use Agreement' will be signed between the user and ALC, and a deposit paid, if applicable. A deposit of 50% of room rental rate is required to hold the reservation.
5. If keys are needed to enter and lock up the building during the facility rental, the rental key can be picked up from the Office Manager. The contracting individual and the Office Manager will determine the best time to pick up and return the rental key.
6. If furniture is moved during the facility rental, please return the furniture to its original position before leaving the facility.

OCCASIONAL USE REQUEST FORM

Today's Date:

Organization:

Address:

Contact Person:

Phone:

Email address:

Date(s) of event:

Name & Description of Event:

Time of Event (include set-up & clean-up):

If recurring event, start & end dates:

Expected number of people:

Expected number of vehicles in ALC parking lot:

Room(s) Requested:

- Sanctuary Fellowship Hall Kitchen Library
 Classroom 1 Classroom 2 Outdoor space

I understand & agree to the following:

- The ministry and programs of ALC take precedence in scheduling building use.
- The ALC Occasional Use Facility Rules will be adhered to.
- Use of the facilities is confirmed only after the Occasional Use Agreement is signed by both parties and a deposit is received by ALC.

Signature

Printed Name

Please return to Ascension Lutheran Church at address above or church.office@alcv.org

OCCASIONAL USE FACILITY RULES

The church is pleased to welcome you to our facilities that are used as a community mission of Ascension Lutheran Church. We ask that you respectfully adhere to the following rules for the enjoyment of the facility for all concerned.

1. The specific facilities may only be used for the hours formally approved in the Occasional Use Agreement. Facility use is only for the area that is contracted and adjacent restrooms.
2. The contracting individual for a function must be an adult over the age of 21. This responsible person must be present for the duration of the function and shall be responsible for maintaining all rules and policies.
3. In any form, gambling, illegal drugs, and weapons are prohibited on Church property. Alcohol beverages may be consumed on premises only with prior approval.
4. No commercial activity shall be conducted without prior approval.
5. Use of rollerblades, roller skates, and skateboards inside the Church facilities is prohibited.
6. Smoking and the use of tobacco products are prohibited inside buildings—including outside within 10 feet of doorways.
7. Food and beverages may be consumed in all rooms with the exception of the Sanctuary. Any spills are to be wiped up immediately and tables cleaned after use. A report of spillage or damage shall be made to the ALC management as soon as practical.
8. Tacks, nails, wire, or other materials likely to damage finished surfaces cannot be used inside the property. All decorations must be removable without damage to church property.
9. As multiple groups use the facility please respect any use of items that are not yours.
10. The building shall be left in the proper condition for the next group; all equipment and furniture should be returned to designated locations at the end of each activity.
11. No supplies, equipment, or other personal items shall be stored in the Church facilities without prior approval. If items are left in the building, they will be disposed of after two weeks. The church is not responsible for damaged, lost, or stolen personal items.
12. Please use the recycling bins and composting bins found in the fellowship hall near the kitchen. Any additional trash should be bagged, tied, and set outside in the dumpster.

OCCASIONAL USE AGREEMENT

Today's Date:

Organization:

Address:

Contact Person:

Phone:

Email address:

Date(s) of event:

Name of Event:

Time of Event:

Expected number of people:

Room(s) Reserved:

- Sanctuary Fellowship Hall Kitchen Library
 Classroom 1 Classroom 2 Outdoor space

INDEMNIFICATION/HOLD HARMLESS CLAUSE: The above contracting individual(s) does each personally contract to indemnify and hold Ascension Lutheran Church harmless from and against any damages, claim, or demand arising out of the use of premises by any person participating in, or present because of, the scheduled activity and agree to reimburse Ascension Lutheran Church for any expenses incurred defending such claim or demand.

CONTRACTING INDIVIDUALS promise to closely supervise all activities on Church premises, protect the property of ALC, and strictly observe the following rules:

2. Contracting individual(s) will pay for all damage and cleaning expenses beyond normal and customary use.
3. All posted rules in the facility and the attached Occasional Use Facility Rules must be observed.
4. This form must be completed, signed by the contracting individual(s) and ALC representative, and deposit must be made before the event will be scheduled.
5. Inappropriate behavior or use of the facilities will be cause for immediate termination of the Occasional Use Agreement.

Agreed fees: \$ _____ Per: _____

Deposit: \$ _____ Received by: _____ Date: _____

Balance: \$ _____ Due by: _____ Received by: _____ Date: _____

CONTRACTING INDIVIDUAL(S)

Ascension Lutheran Church

Print _____

Print _____

Signature _____

Signature _____

Date Signed: _____

Date Signed: _____