



Facility Use Form

Please review and print this facility use form, sign it, and provide a check for the fees a minimum of 1 week before your planned use. The signed facility use form, along with a check for the facility use and services fees, may be dropped off at the Waconia Faith Lutheran Church office (attention: Mike Christopherson), or may be mailed to:

Waconia Faith Lutheran Church
Attention: Mike Christopherson
800 Waconia Parkway North
Waconia, MN 55387

Waconia Faith Lutheran Church reserves the right to either cancel or change your space when events (funerals, etc.) occur that are beyond our control. If this happens, you will be contacted to reschedule your event or have your reservation fee returned to you.

Facility Use and Services Fees

All fees must be paid in full 1 week before your event. If your reservation needs to be canceled, it must be done 1 week before your event, and your check will be returned or negated. If cancellation occurs less than one week before your event, your building use and services fees may be forfeited.

Kitchen Manager fees, where specified, are included in the space rental fee. A Kitchen Manager will be assigned to your event in Steiner Kitchen. They will make sure the kitchen is used properly and will be available to answer any questions.

Groups are responsible for the room set up and clean up. Waconia Faith Lutheran Church may be able to provide assistance, and additional fees may apply. If you need assistance with set up and clean up, indicate what assistance you need when you submit the Facility Use Request Form.

General Facility Use Policies

To ensure that Waconia Faith Lutheran Church is an enjoyable place for groups to gather, these policies must be followed by all groups using the building:

- Activities and programs are strictly limited to the space that is assigned.
- Children are never to be left unsupervised. You must have an adequate ratio of adults to children. We suggest 1:10.
- Noise should be kept at appropriate levels as other groups may be using other parts of the building.
- No tape, tacks, nails, or other items that would leave permanent marks are to be used.
- The user will be held financially responsible for any damage done to church property associated with their event. Any damage should be reported immediately to the Congregational Administrator.

- There is to be no smoking, tobacco use, use of vape products, and no use of alcohol/drugs in any part of the building or on church grounds. This includes the patio and parking lot.
- Clean the room(s) you used.
- Put the chairs and tables back the way you found them.
- Wipe off tables and put any trash in lined cans.
- Vacuum if needed.
- Make sure any equipment you used (sound system, A/V equipment, coffee makers, etc.) is turned off.

Community Room Kitchen Use Policies

For groups using the Community Room Kitchen, these policies must be followed:

- Groups must provide all their supplies, including paper and plastic products, such as plates, napkins, and plastic serving utensils.
- Dishes, pans, coffee services, or other kitchen equipment are not to be removed from the building.
- The ovens and stove top may only be operated by adults.
- Groups must wash and return towels.
- Equipment that does not work properly should be reported to the Congregation Administrator.
- All equipment and surface areas must be thoroughly washed with disinfectant before leaving.
- Garbage should be disposed of in cans with liners. Please reference posted signs for proper disposal.
- Food can be stored in the church refrigerators before your event only by request. Please indicate on the Facility Use Request Form if you plan to use refrigerator space.
- Food designated for your event must be removed from the refrigerator after your event.
- Any remaining food left in the refrigerator will be thrown away. Additional fees may apply if you do not take responsibility to remove your leftover food from the refrigerators.

Steiner Kitchen Use Policies

For groups using Steiner Kitchen, a Kitchen Manager will be assigned who will be in contact with you about your event, your kitchen needs, and your responsibilities.

Building Access and Security Policies

To ensure the safety of church employees, members, and those who use the facilities, the church will be locked unless staff members are present. The front entrance door will be unlocked on weekdays, during church office hours, typically Monday – Thursday, from 8:00-5:00 pm, and Friday from 8:00-12:00 pm.

You may request a Facility Host to assist with after-hours facility access. A Facility Host fee will apply.

Alternatively, your group can designate a contact person to gain access to a door key for after-hours events. Our Congregational Administrator can help you with this request, by indicating your need on the Facility Use Request Form. The designated contact person from your group will be required to meet with the Congregational Administrator to review the building access policies and procedures for unlocking and locking the doors for your event.

Following your event, all unlocked doors must be locked as you depart. If your group is the last to leave the building, please make sure all lights are off, including hallways and rest rooms, and make sure the outside doors are locked.

A daily schedule of all activities is posted on door 1, on the office door, at the Welcome Center, and in the small bulletin box in the entrance of the education wing. The last group to leave the building will be required to lock all entrances. Double check the doors from the outside to make sure they are

latched. If you need after-hours assistance, a staff person will be available and a phone number to call will be provided.

Facility Use Liability Coverage

The user assumes total and full liability for any injuries to persons attending the event, and for damages or loss of the user's property. Waconia Faith Lutheran is not responsible for injuries or other damages that may occur while you use the building and property.

The Congregational Administrator will check with our insurance agent to determine if we have sufficient coverage. In some instances, our insurance plan might extend protection to informal interest or support groups meeting in our facilities as a part of the church's ministry to the wider community. If additional insurance coverage is needed, our Congregational Administrator will contact you.

The user will be held financially responsible for any damage done to church property. Any damage should be reported immediately to the Congregational Administrator.

Facility Use Fee Waiver

Community Service non-profit groups may be exempt from building use fees for meetings. Waconia Faith Lutheran accepts free will offerings for building use from such groups.

All groups are subject to damaged property fees, and fees for any services requested.

Faith Lutheran reserves the right to charge or waive building use fees for any group.

Signature of Acknowledgement:

By signing this form, you acknowledge that you have received and understand the instructions regarding the use of space at Faith Lutheran Church of Waconia, Minnesota, and will abide by the above policies and guidelines.

If your group is the last to leave the building, you must make sure all lights are off and the outside doors are locked. A daily schedule of all activities is posted on door 1, on the office door, and on the bulletin board at the entrance of the education wing. If you need after-hours assistance, a staff person will be available and a phone number to call will be provided.

Waconia Faith Lutheran Church reserves the right to change your space when events (funerals, etc.) occur that are beyond our control.

Signature of Person Responsible _____ Date _____

On behalf of (Organization Name) _____

Organization Contact information: