

PRINCE OF PEACE LUTHERAN CHURCH

ROOM USE AGREEMENT

REQUESTING THE USE OF A ROOM AT PRINCE OF PEACE

1. Fill out a *Room Use Agreement*. One is included in this guide or you may obtain one from the church office or at our website: www.poplc.org.
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. Return the *Room Use Agreement* to the PoP office.
4. The PoP office will make room usage assignments, or deny room use requests, based on availability of rooms, prioritization of activities, and other considerations.

A Point of Contact (POC) is required for each event. This person will be responsible for assuring all guidelines as described in this agreement are followed. In the event of a change in POC, the office should be notified immediately.

PRIORITIZATION OF ROOM ASSIGNMENTS

Room assignment decisions will be made according to the following priority list:

- Worship services and meetings of the Prince of Peace (PoP) Church congregation
- Worship services and meetings of PoP Church-sponsored groups and ministries
- Activities and meetings of members of the PoP Church congregation
- Activities and meetings of community non-profit organizations and service groups
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Meetings and activities of a commercial nature (i.e. those which result in private financial gain) are not provided space in PoP facilities.

ROOM SETUPS

All rooms have been designated with a standard room setup. Any setup changes requested by the group are subject to approval by the office. ***All groups are responsible for re-setting the room according to the standard setup at the end of the meeting or event.***

STARTING AND ENDING TIMES

- Monday through Friday from 9:00 a.m. through 9:00 p.m.
- Weekends from 8:00 a.m. through 9:00 p.m.

The building must be completely cleared not later than 9:30 p.m. to allow the building to be closed promptly. Exceptions to these times must be approved in advance.

ADVOCACY

No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of the congregation or of the LCMS denomination.

NURSERY USE

The nursery facility is available by arrangement at least two weeks prior to the event by contacting the Ministry Administrator.

ADVERTISING

Groups approved to use facilities must not advertise in such a way as to imply endorsement by the congregation. (Approval of the use of the grounds and facilities does not necessarily constitute or imply endorsement of a group, their mission, or their positions.)

BREAKAGE

All persons and/or groups using PoP facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person signing the *Room Use Agreement* shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Office Manager and/or Ministry Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

ORGAN AND PIANO USE

Permission to use the organ or pianos must be granted by the Minister of Celebration. Pianos cannot be moved except by permission from the Minister of Celebration or the Ministry Administrator, and may require the assistance of professional movers. The Sanctuary piano may not be removed from the sanctuary. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.

SANCTUARY SOUND SYSTEM

The Sanctuary sound reinforcement or recording systems are available upon request.

The systems may be operated by the church sanctuary sound technicians or by technicians pre-approved by the Minister of Celebration or the Ministry Administrator.

The sound system in the Sanctuary has been professionally designed and installed. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.

SMOKING POLICY

All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms.

ALCOHOL POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.

NO GAMES OF CHANCE

Denominational church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

NO PRIVATE FUND RAISING

No activities that will result in personal financial gain.

SUPERVISION OF CHILDREN AND YOUTH

All users of the facility are expected to follow the following guidelines:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 21 or older.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention.

FOOD AND DRINK

There is no food or drink allowed in the Sanctuary, Chapel and Choir Rooms. All other food and drink requires approval in advance as noted in the *Room Use Agreement*.

DECORATIONS

Use of decorations must be approved by the office prior to the event. Decorations may be attached to the walls, doors, and light fixtures with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

MAJOR EVENTS AND EMERGENCY SCHEDULING

The church reserves the right to pre-empt any facility use for its own in cases of major PoP events and emergencies, such as funerals. Notice will be provided as early as possible.

RECYCLING

Recycling is a policy of our church. Receptacles for recycling paper are available for your use. Every organization is responsible for complying with this policy.

STORAGE

There is no excess storage available for organizations other than PoP church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite.

SKATEBOARDS

No skateboards are allowed inside the church facility or in the surrounding parking lots.

PARKING

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

SECURITY

Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

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E-Mail: tiffany.sears@poplc.org

ROOM USE AGREEMENT

Community Groups

PLEASE COMPLETE ENTIRE FORM

Date of Request _____

Name of Organization _____

Point of Contact (POC) (must be responsible person, 21 years of age or older) _____

POC Phone Number (daytime and evening) _____

Non-Profit Status: _____ Federal ID No. _____
(attach IRS determination letter)

Address _____

Organization Day Phone _____ Fax _____

E-mail _____

Organization's Purpose _____

Event Name and Description _____

Date(s) Requested _____ Start Time _____ End Time _____

Note: One-time events may not be scheduled more than nine months in advance.

Note: All recurring events will have an end date no more than 12 months from the start date.

Will the event be recurring?

_____ One time only

_____ Monthly

_____ Weekly

_____ Multiple days

If recurring weekly, which day of the week? (circle one)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

If recurring monthly, which day of the month and what number week? _____

IMPORTANT! (For recurring events)

Please indicate which days you will not meet (because of holidays, etc.)

_____	_____
_____	_____
_____	_____

Anticipated Number of Participants: _____

Will a participant fee be charged? ___Yes ___No

Will food or drink be consumed? ___Yes ___No

Furniture/equipment requested: _____

1. I promise and warrant that our organization carries liability insurance with a minimum liability occurrence limit of \$1,000,000.

2. I will provide a certificate of insurance to the Office Manager of Prince of Peace Lutheran Church prior to my use of the Prince of Peace facilities. The Certificate of Insurance will indicate that Prince of Peace is an “additional insured” (or “other insured”) on our insurance policy with respect to our use of the above described premises.

3. _____ (organization) agrees to hold harmless, indemnify and defend Prince of Peace Lutheran Church (and its agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, equipment, its entrances and exits, and surrounding areas, for our purposes, regardless of whether such injury or damage results from the negligence of Prince of Peace Lutheran Church’s agents, employees, and representatives or otherwise.

4. I have read and understand the *Prince of Peace Lutheran Church Room Use Agreement* and my signature indicates agreement with each of the requirements stated therein.

Signature: _____

Print Name: _____

Date: _____