

FACILITIES PLANNING SHEET

Day & Date of Event _____

Recurring Event? _____

SILVERDALE LUTHERAN CHURCH

Group/Event Name _____ Estimated # guests _____

Main Contact Name _____ Phone _____ Email _____

Set up time _____ Event Start _____ Event End/Cleanup _____ Departure _____

For after office hours events:

Unlock Name _____

Lockup Name _____

Phone _____

Phone _____

Email _____

Email _____

AREAS REQUESTED

Main Building

<input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Sanctuary <input type="checkbox"/> Study <input type="checkbox"/> Room 4 <input type="checkbox"/> Nursery <input type="checkbox"/> Classroom/s (which ones)	Notes: _____
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Gathering Place

<input type="checkbox"/> Big Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Foyer <input type="checkbox"/> Classroom/s (which ones) <input type="checkbox"/> Outside Lawn <input type="checkbox"/> Fire Pit	Notes: _____
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EQUIPMENT REQUESTED

# of Round Tables 5' _____ 4' _____ # of 4' rectangle tables _____ # of 6' rectangle tables _____ Speaker _____ Buffet _____ Display _____	Chairs per table _____ _____	Miscellaneous # Easels _____	AV Equipment <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Wireless mics <input type="checkbox"/> Handheld mics <input type="checkbox"/> Owl <input type="checkbox"/> Livestream <input type="checkbox"/> Sound system	Kitchen Equipment <input type="checkbox"/> Ovens <input type="checkbox"/> Dishwasher <input type="checkbox"/> Chafing Dishes <input type="checkbox"/> Tablecloths # _____ <input type="checkbox"/> Plates, cups, glasses, flatware
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NOTE: Please note that any changes prior to the event need to be received at least 5 days prior to the event, turned into the church office during business hours Monday – Thursday. This gives us enough time to contact the staff that are supporting your event.

Signature Applicant: _____ Date: _____

Signature Office Manager: _____ Date: _____

ROOM USE CHART

ROOM	CAPACITY (# OF PEOPLE)	APPROPRIATE USE
Fellowship Hall (FH)	150 at tables 200 Chairs Only	Multi-Purpose for open or seated events, meals, arts and crafts, physical activities.
Room 4	20-25	Small group events
Sanctuary	400	Seated events and practice limited to SLC Worship and Ministry, Musical Events, and events approved by the Trustees.
Gathering Place (GP)	150 at tables 200 Chairs Only	Multi-Purpose for open or seated events, meals, arts and crafts, physical activities.
Class Rooms	15-20/room	Seated events, arts and crafts
Nursery	10-12	Supervised child care coordinated through church office

Room/Building Costs**

The following fees apply for reimbursing expenses involved with the use of the Silverdale Lutheran Church Facilities:
*Silverdale Lutheran Members do not pay Room/Building Costs ***

Additional Staff Requested and Honorariums:

ROOM / BUILDING	HALF DAY OR LESS	FULL DAY
Fellowship Hall	\$30	\$60
Fellowship Hall & Kitchen*	\$75	\$125
Gathering Place, Kitchen*, Classrooms	\$30	\$60
Rooms Only (GP Classrooms, Room #4, Library/Study)	\$20	\$40
Nursery	\$50	\$50
Sanctuary (Weddings Only – Non member)		\$250

*Food service must be in conformance with Kitsap County Health District Regulations.

Security Deposit: For large spaces, a \$150 damage/unusual clean-up deposit (separate check from room reimbursement fee) is required for each event. In the event that no damage or unusual cleanup has occurred, the check is returned to the user group.

CUSTODIAL AND OTHER STAFFING HONORARIUMS

	0-100	100-150	150 +
Set Up (Tables/Chairs)	\$40	\$60	\$80
Janitorial / Take Down*	\$100	\$125	\$150
Laundry Fee	\$25	\$50	\$50

*If Janitorial / Labor goes over the allotted time, additional hours will be at \$20 an hour.

SUPPORT DURING EVENT

Church Group assistance (e.g., one of the women's circles) with a non-SLC sponsored event honorarium

	Members	Non-Members
Church Group Assistance / SLCW	\$100	\$150

	0-50	50-100	150+
Coffee Service / Reception	\$35	\$70	\$105

Honorarium Checks should be made out to SLCW.

WEDDINGS AND MEMORIALS

- A Silverdale Lutheran Church pastor will be the presiding minister. Another pastor may assist in the ceremony, but only after consultation and agreement with a Silverdale Lutheran Church Pastor.
- The Lutheran Church regards the celebration of Holy Matrimony as a sacred observance. All verbal and musical parts of the ceremony should be selected in this Christian context and will be subjected to the approval of the presiding Silverdale Lutheran Church Pastor.

STAFFING HONORARIUMS – Weddings & Memorials

WEDDINGS		
Pastor (Discretionary for members)	\$250	
Custodial (Sanctuary)	\$75	
Custodial (Other)	See chart above	
Organist	\$250	
Organist (if practices with soloist)	\$275	
Soloist	\$100	
Pastor's Wedding Assistant	\$100	
Sound Tech	\$125	
Video/Livestreaming ** <i>Range of fees depending on personnel</i>	\$150 - \$250	
Church Staff if required to be onsite	\$20 per hour	

Honorarium Checks (or cash) should be made payable *individually* to person or organization indicated above in parenthesis and bold print, i.e. pastor, organist, soloist, custodian, sound technician, etc.

The organist is not paid by the church to play for funerals or memorials. Rates are based on current A.G.O. guidelines.

Non-members are asked to complete a church use form prior to the funeral.

**Pictures and Music must be in a video format and given to the tech team one week in advance. If you need assistance putting the pictures and music together please contact slc@silverdalelutheran.org.

Facility Use and Scheduling Policy

The following document outlines the guidelines and policies regarding the utilization and scheduling of facilities and equipment at Silverdale Lutheran Church (SLC). These policies are founded on essential core values, which are as follows:

Facility use and conduct of the users is dedicated to the glory of God and should be in keeping with the mission and vision of SLC.

The Church bylaws contain the following guidance:

- 2.01 Church or church premise use by outside organizations shall be subject to Congregation Council approval. In general, the following will influence the Congregation Council decision: non-profit organization status, potential for outreach to the community, requests/sponsorship by church members, and avoidance of organizations whose mission or beliefs conflict with those of Silverdale Lutheran Church and the ELCA.
- 7.02 Duties and Responsibilities of the Congregation Council - Be responsible for the buildings and premises of the congregation so that their use is available for the functions of the congregation. Should groups or individuals not associated with the congregation desire to use such property, application shall be made to the Congregation Council for its approval. The Congregation Council will approve procedures for routine and special functions such as weddings and bazaars.

Facility Use Request Procedures

A scheduling year runs from September 1 until August 31. The following priorities will be observed in scheduling facilities and equipment

- SLC Worship and Ministry
- Groups or individuals associated with or sponsored by SLC
- Member non-profit Activities
- Non-Member non-profit Activities

Equipment Checkout

Only certain Church equipment may be removed from church grounds for use by members in non-church sponsored activities. The Maintenance Manager will maintain a list of such equipment, which shall be approved by the Trustees. When off-sight use is approved, all such equipment must be signed out using the procedures set up by the Maintenance Manager.

FACILITY USE AGREEMENT

The undersigned hereby makes application to Silverdale Lutheran Church for use of the church facilities described in the attached forms and certifies that the information given in the application is correct. The undersigned further states they have the authority to make this application and agrees that the applicant understands and will observe the Facility Use Guidelines and Procedures.

The applicant agrees to exercise the utmost care in the use of the church premises and property and to hold Silverdale Lutheran Church harmless from all liability resulting from the use of said facilities. The applicant further agrees to forfeit the Security Deposit in event the property is damaged as a result of this use, and to reimburse the church for any damage over and above the Security Deposit.

The applicant agrees to comply with all Kitsap County Health Department regulations when using the kitchen(s). Groups or organizations not a recognized part of SLC may not use the kitchen for food preparation without prior authorization (included as part of this use agreement).

Signature Applicant: _____ Date: _____

Signature Office Manager: _____ Date: _____

Facility Use Guidelines and Procedures.

All users who are required to submit a Facility Use Application must agree to observe these Facility Use Guidelines by signing this form in the space provided below. Approved applications are a license for use, may be revoked, and shall not be considered as a lease.

1. Nursery use must be approved by the Office Manager at the time of application. Use of the nursery is limited to children under 4 years of age, requires a minimum of two adults in attendance, and must follow SLC Nursery guidelines.
2. Applicants shall not use any materials and/or supplies found in the rooms they are using.
3. Church equipment should not be moved or taken from the building without getting permission first from the Music Director, Church Maintenance Manager (if they are available), or the Office Manager.
4. The sanctuary organ and piano can only be used if the Music Minister or Church Organist gives specific permission.
5. To use audio/visual equipment, including the sound system in the sanctuary, you must coordinate with the Church Maintenance Manager.
6. Any area used must be returned to its original state unless stated otherwise. Some rooms, like the kitchen and nursery, have extra rules that must be followed. The Church Maintenance Manager or their appointed representative will check the areas after an activity to assess any damage. Any repair costs will be taken from the user's security deposit, or the user will need to pay if the costs are higher than the deposit.
 - Materials that may deface the church property or leave permanent marks (e.g., tape, tacks, and nails) are prohibited.
 - Flowers, candles and other decorations must have appropriate bases or stands for support and must meet fire regulations.
 - Activities in the Sanctuary, Fellowship Hall, or the Gathering Place that could result in permanent damage to the carpet (e.g., craft activities, stage building, etc.) require appropriate protective measures to be supplied and removed by the user. Protective measures include, but are not limited to, drop cloths, tarps, and/or protection boards. Such activities must be approved prior to commencement of use.
7. For events lasting more than one day, users need to plan the setup and takedown of spaces that are also booked by other groups during the same period. This ensures that one event does not negatively affect others.
8. The last person leaving the building must ensure that all lights in the building are off (including areas such as the restrooms), that all windows are closed and locked, and that all doors are locked and secured. The building should be locked/unlocked with the security code or using the App. Keys should not be used on the entrance doors of both buildings.
9. Programmed timers activate and regulate the lighting, heating, and ventilation systems in various parts of the church. Through this agreement, the system controls will be programmed to support the user's activity. The system controls will only be adjusted by qualified personnel.
10. Smoking is prohibited within the church building or on church grounds except as provided in Washington State Law for designated areas (currently outside and at least 25 feet from any door, window, or ventilation intake).
11. Church members using church facilities may be granted the privilege of serving alcoholic beverages on a limited basis at church-sanctioned ministry events (e.g., Ladies' Night Out and Man Date). All events on SLC premises where alcohol is served or sold must have SLC Council approval and the proper permitting. All Washington State Liquor laws supersede SLC's alcohol use policy. Alcohol is not permitted at weddings or at any events that are primarily focused on children and/or youth.
12. Food and beverages, except water and communion wine/grape juice, are not permitted in the sanctuary.
13. No pets or animals are permitted within the church except for service animals or for special, approved purposes, (e.g., Preschool activities).
14. Activities that would result in littering or adverse impact on the environment such as throwing rice or releasing balloons are not permitted.
15. Trash generated by food events, craft activities etc. must be removed from the building and placed in designated containers or the dumpster which is normally located at the south end of the parking lot.
16. Safety is the responsibility of those using the building. Unsafe behavior is not acceptable. If an emergency occurs, any available phone may be used to call 911.
17. Warnings of Policy Violations
 - Warning 1 – verbal notice from SLC staff or Church Council member.
 - Warning 2 – written notice to inform the group of repeated violations.
 - If the behavior or infractions are not corrected, SLC reserves the right to terminate use of the facility immediately and for future use. Details of such action will be reported to the Maintenance Manager for review and forwarded to the Trustees for approval.
18. SLC reserves the right to suspend church use privileges immediately upon the first violation for actions that cause harm to others, for illegal activities, and any other actions detrimental to the ministry of our Lord Jesus Christ.

Signature Applicant: _____ Date: _____

Signature Office Manager: _____ Date: _____