



## Facilities Reservation Policy

August 2023

Revised November 2024

To make a reservation request, use the form located at <https://www.bslcks.org/facility-usage/>  
(If you need to schedule a funeral, please contact the church office. 913.780.6023)

### **PURPOSE**

Provide guidelines for the use and care of the Beautiful Savior Lutheran Church (BSLC) facilities and equipment. Please respect that the entire property is a House of God and everyone's conduct shall be in a manner accordingly.

### **RESERVATIONS AND FACILITY USAGE**

The facilities will be available during reasonable operating hours, for special occasions such as meetings, weddings, sports activities, and other special events and as long as these events do not conflict with congregational ministry events or the doctrinal standing of the LCMS. In addition, Federal Law prohibits usage of the facility for any political campaign activity. Reservations are prioritized based on the order they are received in the church office. BSLC ministries and members will be given priority over non-member's request(s). Non-member groups may only reserve the fellowship hall and kitchen 6 months in advance with a maximum of two non-consecutive Fridays and two Saturdays scheduled per month. BSLC office coordinator and Senior Pastor will attempt to resolve any scheduling conflict(s). Setup which requires an extra day is not permitted. Special consideration will be given to BSLC member reservations.

### **NON-MEMBER FACILITY USAGE FEE**

- A \$1,000 deposit is required for use of the fellowship hall and kitchen. The deposit may be paid for via check at least 10 business days prior to the event, or in cash. The deposit will be returned within 10 business days, after a determination has been made to any adjustments due to damages on any church property.
- Additionally, a facility usage fee is required to cover cost of the parking lot and building maintenance, paper products, water, etc., and is based on group size:
  - \$1,500 for groups from 1 to 150 people
  - \$2,000 for groups from 151 to 250 people
  - \$3,000 for groups up to 251 to 400 people

### **NON-MEMBER LARGE GROUPS (100+)**

- A \$200 cleaning fee is required to complete the reservation request.
  - This fee does not include trash removal.
- A \$25 per hour Building Supervisor fee is required for the length of the event including cleanup. The fee is collected prior to the start of the reservation date.

### **NON-MEMBER SMALL GROUPS (Less than 100)**

- A cleaning charge of \$200 will be assessed if cleaning services are required after your reservation.
- If there is a misrepresentation of the number of guests attending, a building supervisor fee will be assessed at \$25.00/per hour for the length of the event.

### **MEMBER GROUPS (non-church related events)**

- Regardless of size, members will have the option to clean the facility themselves or pay the \$200 cleaning fee.
  - In both options, the reserving party is responsible for trash removal.
  - The reserving party is responsible for **notifying the church office** of their intention to clean themselves or pay the \$200 cleaning fee.

### **NOTIFICATIONS**

- The usage of alcohol, if applicable, must be consistent with BSLC alcohol policy.
- Any Saturday reservations must end at 11pm CT which includes time to clean up and reset the reserved space. All guests must exit the building by 11pm.
- Any reservations outside of Saturday will have an end time of midnight. All guests must exit the building by midnight.
- The church and fellowship building are not available until 1:30pm on Sundays.
- All trash and/or recyclables created during your reservation must be taken and placed inside the appropriate dumpster on the north side of the building next to the maintenance building. **This is not included in the cleaning fee.**
- It is the responsibility of the reserving party to ensure the facilities are left in the order of which they were found, or a replacement fee may be assessed.
- From August through May, or till the last music rehearsal before summer break, non-members cannot reserve the fellowship hall and kitchen on Sundays.
- A free will offering for the use of the facilities is welcomed by BSLC.

### **RESTRICTIONS**

- Unlawful activity
- Smoking on the property
- Use of non-church cooking devices i.e. propane grills, stovetops, microwaves, air fryers, etc. inside or outside the buildings
- Use of building space not covered under reservation
- Misrepresentation of the number of guests attending
- Minor(s) use of the facilities **without** adult supervision
- Removal of any building contents
- Adjusting or programming facilities' thermostats
- All non-BSLC member wedding receptions, parties (i.e. graduation parties, baby showers, anniversaries, etc.) are restricted to the Fellowship Hall and kitchen. No other building use (classrooms, sanctuary etc.) are allowed. Special consideration will be given to other LCMS member reservations.
- Wedding ceremonies are only permitted if approved by the pastoral staff at BSLC.

**INDEMNIFICATION**

Lessee shall indemnify, defend and save harmless Lessor, its officers, members and employees from and against any and all loss, cost (including attorney’s fees), damage, expense and liability, (including statutory liability and liability under workers’ compensation laws) in connection with claims, judgements, damages, penalties, fines, liabilities, losses, suits and administrative proceedings arising out of any neglect by lessee, its agents, employees, contractors, invitees, representatives, in, on or about the facility. This indemnification shall survive the termination of this Agreement. Lessee hereby releases Lessor from any and all liability or responsibility to Lessee or anyone claiming through or under Lessee by way of subrogation or otherwise for any loss or damage to equipment or property of Lessee covered by any insurance then in force.

Lessee Name: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

BSLC Approval: \_\_\_\_\_

Date: \_\_\_\_\_