

Guidelines Governing the Use of Ascension Lutheran Church Properties

Ascension Lutheran Church (ALC) of Ogden, Utah and its adjacent Community Life Center (CLC) are available to all members of Ascension Lutheran Church (ALC) as well as to members of the community for both athletic and social activities. The CLC was built to provide a center to support church and community activities and fellowship and is a “not-for-profit” facility. However, we must collect a modest fee for use of either facility to help offset the costs of operation and maintenance. The fee structure is shown below:

Fee Structure Table

Fees are based on facilities use for a period of four (4) hours or less except the CLC which is based on an hourly fee with a two-hour minimum. Activities that will last a longer period of time may be subject to an additional fee. One-half of the fee is due at the time the application is approved by the Church Council. The remainder of the fee is due no later than five (5) days prior to the activity.

Note: Costs (including personnel) for non-members weddings are listed in the *Wedding Information Brochure for Non-Members*, available from the church office.

Sanctuary	\$250
Fellowship Hall	\$175
Kitchen	\$ 50
Church Grounds	\$100
Custodial Service *	\$ 60
Nursery available at no charge but user must provide attendant	

Community Life Center

Gymnasium	\$ 45 per hour
Custodial Service *	\$ 75

Application and Guidelines for Use

Persons wishing to use ALC facilities must complete a simple application form (including Attachment A: Users’ Responsibility) and submit it to the church office for Church Council approval 30 days in advance of requested date. This is to ensure that all waivers and guidelines are understood and agreed to and to ensure there are no scheduling conflicts with other users. Guidelines for use of the facility for athlete activities are different than those for use for social activities. Both are attached.

*The user may choose to clean the facilities themselves at no cost or hire a professional cleaning service at the fee shown.

Ascension Lutheran Church
1105 Washington Blvd.
Ogden, UT 84404
(801) 782-2810

Application for Use of ALC Facilities

Requestor _____ Date _____ Deposit Paid _____

Organization (if applicable) _____ Phone _____

Address _____

Date(s) Requested _____

Time(s) _____

Activity* (Please describe in detail) _____

Estimated number of persons _____

Please Check Facilities and Equipment You Would Like to Use:

Church

- Sanctuary
- Fellowship Hall
- Nursery
- Kitchen
- Church Grounds or Parking Lot

Community Life Center

- Gymnasium
- Basketball
- Volleyball
- Other _____

I have read and fully understand the policies described herein and agree to abide by them.

Signature _____ Position _____ Date _____

The Church Council has reviewed and approved this application

Signature _____ Date _____

***For-profit activities are not allowed in any ALC facility**

ATTACHMENT A: USERS' RESPONSIBILITY

Waiver of Liability (Mandatory)

Ascension Lutheran Church is not liable for any injury caused by participating in any event inside the Church, the Community Life Center or on any church property. In consideration of Ascension Lutheran Church of Ogden, Utah permitting to the undersigned the use of certain premises owned by said church located at 1105 North Washington Blvd., we (I) hereby agree to indemnify and hold harmless Ascension Lutheran Church of Ogden, Utah against, of, and from any and all claims of any kind or nature, including liabilities, costs, expenses and attorney fees, growing out of or connected with the undersigned's use of said premises.

Name _____ Position _____

Organization _____

Signature _____ Date _____

Acceptance of Clean-Up and Damage Liability (Mandatory)

The undersigned understands and accepts all the terms stated in the "Guidelines Governing Use of Community Life Center" or the "Guidelines Governing Use of Ascension Lutheran Church Facilities or Property". The undersigned agrees to place a "Cleaning/Damage Deposit" of \$500 with the church office or Property Manager. Further, the undersigned understands and accepts that if the facility is not cleaned and restored to the same, pre-rental condition it was in when ALC released it to the undersigned, the undersigned forfeits its right to the deposit and ALC is entitled to use the deposit for clean-up or repair. In the event clean-up costs or repair costs exceed the amount of the deposit, the undersigned agrees to reimburse ALC for all such additional costs.

Name _____ Position _____

Organization _____

Signature _____ Date _____

Guidelines Governing Use of Community Life Center for Athletic Activities

- 1.** Ascension Lutheran Church (ALC) is not responsible for injuries personal damage caused by participating in any event inside the Community Life Center (CLC) or adjacent property.
- 2. Application:** Potential users must complete an “Application for Use of Church Facilities” and submit it to the church office for Church Council approval 30 days prior to the requested date. Applying users must be of legal adult age. One half of the user fee will be required with the application. After the council has approved use of the facility, the remainder of the fee will be required at least five days prior to any use or set-up.
- 3. Waiver:** All athletes must sign an individual “Waiver of Liability” releasing ALC from all responsibility and returned to the church office for filing. If the athlete is not of legal age, an adult parent or guardian of the athlete must sign the “Waiver of Liability.” Until the waiver is signed and filed with the church office, the athlete may not participate. For league play and other activities that occur on a regularly scheduled basis, the waiver will be held on file and suffice for the duration of the league activity.
- 4. Shoes:** Only athletic court shoes with white -rubber soles are allowed to prevent scuffing the floor
- 5. Adult Supervision:** Adult supervision is mandatory for all youth activities at a ratio of at least one supervising adult per ten non-adults.
- 6. Thermostat:** The thermostat for air conditioning and heating is preset and locked. Users should make no attempt to gain access to the thermostat.
- 7. No Food:** No food is allowed inside the CLC. Water or sports drinks are allowed.
- 8. No Alcohol:** Absolutely no alcohol of any type is allowed inside the CLC or on church premises including the parking lot.
- 9. No Smoking:** Absolutely no smoking is allowed inside the CLC. Smoking on church premises is allowed only in designated areas..
- 10. Clean-up:** The Golden Rule for use of the CLC is *“Users must leave the facility in the same condition as they found it”*.
 - a. Upon finishing, users must use the supplied dust mops to clean the full gymnasium floor. Dust mops are located in the janitorial closet adjacent to the restrooms.
 - b. All gymnasium lights must be turned off and all doors to the gymnasium locked upon leaving.
 - c. The restrooms must be left clean and lights turned off.
 - d. Showers area available and users are welcome to use them. However, you must bring your own towels and clean up the shower area after use.

11. Keys: Keys are available to adult coaches and leaders for league play and regularly scheduled athletic activities. The coach or leader must complete a “Key Application” and make a deposit fee of \$50. The coach or leader may hold the key until the league ends and will receive the deposit back upon return of the key.

Guidelines Governing Use of Community Life Center for Social Activities

1. Ascension Lutheran Church (ALC) is not responsible for injuries caused by participating in any event inside the Community Life Center (CLC) or adjacent church property.

2. Application: Potential users must complete an “Application for Use of Church Facilities” and submit it to the church office 30 days prior to the requested date for Church Council approval. Applying users must be of legal adult age. The user fee will not be required until the council has approved use of the facility but will be required at least five days prior to any use or set-up.

3. Waiver: Applicant must sign the “Waiver of Liability” section of the application described above releasing ALC from all responsibility. Until the waiver is signed and filed with the church office, the facility is not available for use.

4. Cleaning/Damage Deposit and Acceptance of Damage Liability: To ensure the facility is left in the same condition as they found it, the applicant must sign the “Acceptance of Clean-Up and Damage Liability” portion of the application described above to accept responsibility for any damage caused during the activity. Further, a cleaning/damage deposit of \$500 is required before the facility is made available. The deposit will be returned to the applicant upon inspection of the facility by an ALC staff member to determine that the facility is clean and has not been damaged. If the user decides to use a cleaning service, the cleaning fee will be paid separately and will not be deducted from the deposit check.

5. Tables and Chairs. ALC will provide tables and chairs to seat up to 150. The applicant can choose any seating arrangement and ALC staff will provide the set-up as a part of the fee. The facility will accommodate additional guests but we are limited by the number of tables and chairs we have available. Should the applicant desire additional seating, you may choose to provide, at your own expense, additional tables and chairs. However, the setup must be done or supervised by ALC staff. There is no charge for extra set-up.

6. Avoid dragging anything across floors. The floor is a gymnasium floor designed for athletic activity. The surface is very susceptible to scratching so avoid dragging tables, chairs or anything heavy across it. Scratches in the floor will be considered damage.

7. Thermostat: The thermostat for air conditioning and heating is preset and locked. Users should make no attempt to gain access to the thermostat.

8. Food: While food is allowed for social functions, food must be prepared off-site. There are no kitchen facilities inside the CLC.

9. No Alcohol: Absolutely no alcohol of any type is allowed inside the CLC or on church premises including the parking lot.

10. No Smoking: Absolutely no smoking is allowed inside the CLC. Smoking on church premises is allowed only in designated areas.

11. Clean-up: It is understood that some social events may not end until late into the evening and, for that reason, ALC will grant a 24-hour grace period for clean-up. You must make arrangements with the

ALC Property Manger in advance so that you can get back into the facility the following day. If the clean-up is not completed within the grace period, ALC reserves the right to hire a cleaning service to restore the facility and retain the applicant's cleaning/damage deposit.

- a. All trash and non-church owned items must be removed from the facility. A dumpster is located at the north end of the building.
- b. All tables and chairs can be left in place. ALC staff members will move them back into storage.
- c. Upon finishing, users must use the supplied dust mops to clean the full gymnasium floor. It is okay to clean around and under the tables and chairs without moving them. Dust mops are located in the janitorial closet adjacent to the restrooms.
- d. All gymnasium lights must be turned off and all doors to the gymnasium locked upon leaving.
- e. The restrooms must be left clean and lights turned off.

12. Access to facility: You will not receive a key to the facility. Rather, the ALC Property Manager or his designee will open and close the facility for you. Arrangements will be made in advance to ensure timely access.

WAIVER OF LIABILITY

(Mandatory for each participant; players and coaches)

Ascension Lutheran Church is not liable for any injury caused by participating in any event inside the Church, the Community Life Center or on any church property. In consideration of Ascension Lutheran Church of Ogden, Utah permitting to the undersigned the use of certain premises owned by said church located at 1105 North Washington Blvd., I hereby agree to indemnify and hold harmless Ascension Lutheran Church of Ogden, Utah against, of, and from any and all claims of any kind or nature, including liabilities, costs, expenses and attorney fees, growing out of or connected with the undersigned's use of said premises.

Underage Participant

Name _____ Age ____ Team Name _____

Name of Adult Parent or Guardian _____

Address _____

Telephone _____

Signature of Adult Parent or Guardian _____

OR

Adult Participant

Name _____ Team Name _____

Address _____

Telephone _____

Signature _____ Date _____

Facility Use Guidelines for Athletic Activities

1. Ascension Lutheran Church (ALC) is not responsible for injuries caused by participating in any event inside the Community Life Center (CLC) or adjacent property.
2. **Waiver:** All athletic users must sign an individual “Waiver of Liability.”
3. **Shoes:** Wear only athletic court shoes with white -rubber soles
4. **Adult Supervision** is mandatory for all youth activities.
5. **Thermostat:** The thermostat is preset and locked. Do not try to change it.
6. **No Food** is allowed inside the CLC. Water or sports drinks are allowed.
7. **No Alcohol** of any type is allowed inside the CLC or on church premises including the parking lot or grounds.
8. **No Smoking** is allowed inside the CLC. Smoking on church premises is allowed only in outside, designated areas.
9. **Avoid dragging anything across floors.** The gymnasium floor is very susceptible to scratching so avoid dragging equipment, tables or anything heavy across it. Scratches in the floor will be considered damage.
10. **Clean-up:** The Golden Rule for use of the CLC is *“Users must leave the facility in the same condition as they found it.”*
 - a. Use the supplied dust mops to clean the full gymnasium floor. Dust mops are located in the janitorial closet adjacent to the restrooms.
 - b. Turn off all lights all lock all doors
 - c. Turn off restroom lights, flush all toilets and leave the restrooms as you found them.