

# ATONEMENT LUTHERAN CHURCH

2315 North Coast Highway, Newport OR 97365-1710

Phone: 541-265-2554 ~ Fax: 541-265-2571

## BUILDING USE APPLICATION AND AGREEMENT

Atonement Lutheran Church will be happy to consider your building use request. Please fill out this form, sign and return original to our office.

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Second Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Purpose of proposed use \_\_\_\_\_

Date and time of proposed use: \_\_\_\_\_

Number of People \_\_\_\_\_

PLEASE CHECK THE ROOM OR ROOMS YOU WOULD LIKE TO USE:

Upper Meeting  Fellowship Hall  Education Rm   
Lower Meeting  Kitchen

### AGREEMENT

On behalf of \_\_\_\_\_, I agree that in consideration of being permitted to use facilities of Atonement Lutheran Church, Newport Oregon the Group shall indemnify and hold harmless said church, it's officers, employees, agents and constituent organizations free and harmless from any and all liability, losses, damages, causes of action, claims or judgments arising out of injuries to persons (including death there from) or damages to property arising out of the Group's activities or occupancy of church premises, together with costs, expenses and attorneys fees incurred in the defense of any action or other proceeding arising out of the same.

I further agree that this Group will follow **Church Rules** *prohibiting smoking within the building or within 15 feet of the church building and prohibiting use of alcohol on Church premises.* I agree also that any advertisement concerning the Group's use of the Church shall not use the name of this Church without prior permission, except that the advertisements may show the Church as the place of use.

*In the event this Group decides to cancel the meeting scheduled on Church property, I agree that notice of cancellation shall be given to the Church at least 7 days (by phone during business hours) before the time scheduled for the meeting. A follow-up e-mail will be sent by office to confirm cancellation.*

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

Key Checkout Dates: \_\_\_\_\_ Key Return Date: \_\_\_\_\_

## Fees for Outside Groups

All applications for building usage must be cleared with the Pastor of Atonement. Special circumstances relating to fees can be brought to the attention of the Pastor.

### General:

- \_\_\_\_\_ \$ 10 Administrative fee per reservation.  
\_\_\_\_\_ \$ 25 Deposit on entrance card and cleaning/damage deposit  
**(Non-refundable if cancelation terms are not met)**

### Lower Meeting Room:

- \_\_\_\_\_ \$ 15 per hour  
\_\_\_\_\_ \$ 30 up to four hours  
\_\_\_\_\_ \$ 50 up to eight hours  
\_\_\_\_\_ \$ 15 custodial fee per usage

### Fellowship Hall:

- \_\_\_\_\_ \$ 25 per hour  
\_\_\_\_\_ \$ 50 up to four hours  
\_\_\_\_\_ \$100 up to eight hours  
\_\_\_\_\_ \$ 30 custodial fee per usage

### Kitchen:

- \_\_\_\_\_ \$ 50-125 Kitchen Use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Coffee only: [Including disposable cups, packaged sugar/creamer]

- \_\_\_\_\_ \$ 15 up to 30 people      \_\_\_\_\_ \$ 25 over 30 people

Total \_\_\_\_\_

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## **All fees are due with reservations.**

Key cards should be checked out and returned during office hours.

**Open:** Tuesday – Friday, 10:00a.m. – 3:00p.m

Closed Saturday, Sunday and Monday.

\*\*After office hours, Key cards may be returned to Pastor on Sunday or by deposit into the mail box in front of the church or by US Mail.

\* For retreat uses, a separate fee schedule is used. Contact the office for this. If the area is used for a Saturday night retreat, an additional cleaning fee will be added to prepare the space for Sunday. All sleeping bags and personal items must be stored out of sight during Sunday morning usage.

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**Church Use Policy**

It is the desire of Atonement to allow our Church to be used by community organizations and for the good of the community.

Certain rooms and areas of the Church are not available for outside usage except under unique circumstances.

The Sanctuary is the place in the church set aside for worship by the congregation and community. Obviously, it has other possible uses, notably for musical concerts and presentations. As Church use often cannot be predicted or scheduled far in advance (funerals, weddings, special worship events, times for meditation and prayer), reservations for the Sanctuary typically are not received.

The Narthex, although a wonderful room for gatherings, musical events, receptions and the like, is not available for use because it is the entrance and a primary room for daily Church use.

The lower floor of the Church is handicapped-accessible and available for approved public use. There is a beautiful, large fellowship hall with available tables and chairs, a sound system, and an adjacent kitchen and rest rooms.

Additionally, there is a smaller meeting room by the rest rooms which can accommodate meetings, seminars and other gatherings.

The fellowship hall, kitchen, rest rooms and showers are available for retreat usage for groups. Groups coming for retreat must provide their own sleeping bags and pillows. The kitchen may be reserved for meal preparation. Showers are available for retreats, but no linens or towels are provided.

The Church has laundry facilities for church laundry purposes and is not available for outside groups or persons.

*If you use the kitchen, the Church Kitchen Policy will be incorporated into the User Agreement*

AFTER A CHURCH GROUP USES THE FELLOWSHIP HALL, CERTAIN RESPONSIBILITIES ARE NECESSARY TO READY THE AREA FOR THE NEXT GROUP USING THE FACILITIES THIS IS ESPECIALLY NECESSARY FOLLOWING SUNDAY EVENTS SINCE WE RENT THE ROOM ON MONDAY AND OUR JANITOR DOES NOT COME IN TO CLEAN ON MONDAY.

- 1 - Tables put in usual set up pattern including chairs set up as posted.
- 2 - Tables wiped off.
- 3 - Carpet vacuumed.
- 4 - Kitchen cleaned up and dirty towels draped over washing machine so wet towels do not get moldy.
- 5 - Check out bathrooms to make sure toilets are flushed and the sinks look presentable.
- 6 - Turn off bathroom lights.
- 7 - Lock outside doors and turn off lights .

No smoking is allowed **within** 15 feet of the Church building.

*We hope you enjoy your function in our beautiful facility and hope you will use it again.*



## Church Kitchen Policy

All kitchen equipment, i.e.: Pots, pans, dishes, silverware, coffee makers, serving pieces, tableware, etc., are to remain in the church at all times and must be cleaned and returned to proper storage area after being used. Those in charge of an event will be responsible for keeping track of the equipment and utensils. This includes persons in charge of memorial receptions, wedding receptions, youth activities, congregational dinners and all other meetings.

All dishes and utensils used are to be cleaned and put back where found. Clean stove tops and ovens, counters and refrigerators. Turn off coffee maker and rinse coffee pots. ***\*Please do not expect anyone else to clean and put away utensils and dishes you and/or your group have used.*** Spills are to be cleaned up as they occur including floor, ovens, range tops, counters, cabinet fronts and refrigerator. Leave the kitchen in the condition you would like to find it when you want to use it.

Any food, decorations, flowers, etc., must be removed when the clean-up is complete. Extra food left in the refrigerator or freezer will be discarded unless clearly marked. If bringing in canned goods, put cleaned empty containers in the recycle bin. If you have leftover food, plan for containers so you can take it with you when you leave.

If you have any questions or problems, please contact Pastor Ed Milliken 503 302-3232 or MaryLou Mate 541 272-1148.