

ASCENSION LUTHERAN CHURCH

Guidelines for Facilities Use

INTRODUCTION

Ascension Lutheran Church, part of the Evangelical Lutheran Church in America (ELCA), is located in the Montgomery/Blue Ash community. Ascension offers meeting space to individuals and groups for church and community events, whenever possible. Ascension's programs and ministerial needs, however, have priority over all other events.



SCHEDULING ROOMS

Requests are made by filling out a "Request for Use of Facilities" form. Forms are available on our website or can be obtained by contacting the church office. The form includes a Hold Harmless and Indemnification agreement to clarify responsibilities just in case of injury or any loss arising from use of the premises.

Completed forms are to be submitted to the administrative assistant. For questions or assistance please call the Church office (513-793-3288). All requests require final approval by the Pastor.

The administrative assistant will inform the contact person completing the "Request for Use of Facilities" form to let him/her know that the request has been approved or needs to be modified.

FACILITIES GUIDELINES

1. The well-being of the guests is the responsibility of the party using the facilities. This includes any possible accidents that might occur. The Church is not responsible for lost or stolen items.
2. The Church strictly adheres to a **NO SMOKING** policy.
3. Consumption of alcohol will be considered on a case by case basis.
4. Tables and chairs are available for your use. You are responsible for setting up tables and chairs to accommodate your needs, and for cleaning up and returning the facilities you use to the way you found them.
5. Children are not to be left unattended in any room of the building. Children playing in the nursery or other areas must be supervised by a mature attendant.
6. With prior approval, you are welcome to use the facilities in the church's warming kitchen (i.e. coffee makers, ovens, microwaves, refrigerators, etc.), but you are responsible for leaving them clean. If serving food, you must supply your own consumables (coffee, condiments, paper products, etc.).
7. Use of sanctuary requires special consideration as this is, first and foremost, a sacred space:
 - Paraments, banners, crosses, candles, and other liturgical artwork must remain as is.
 - Nothing is to be placed on the altar without prior approval from the church office.
 - No running in the sanctuary. No climbing, crawling or playing in or around the altar is allowed.
 - No food or beverages are permitted in the sanctuary.

- Chairs and pews must not be moved unless prior approval from the church office has been given. All chairs and pews moved must be returned to their original positions.
 - Use of Ascension’s audio/visual equipment or musical instruments requires prior approval by our A/V coordinator or music director. Our administrative assistant can coordinate in obtaining these approvals.
8. You are responsible for removing your trash or placing trash in the outside garbage cans next to the garage in the back parking lot. Please remove unused or left-over food from the church.
 9. You are responsible for returning the thermostat to its original position (winter: 60 degrees, summer: 80 degrees) after your event, turning off the lights, and locking all exit doors that may have been used.
 10. Facilities are generally available until 12:00 midnight.
 11. A member of Ascension Lutheran Church must be present to open the facility for your use and to close the facility upon conclusion of your event. The church office is staffed during most daytime events and can accommodate opening and closing. Evening events must be coordinated with the church office or administrative assistant. No keys will be provided.
 12. Please promptly notify the church office of any problems or damage done during use of the facilities. We appreciate your feedback.

SECURITY DEPOSIT AND SUGGESTED DONATIONS

A security deposit (equal to twice the facility use donation) must be paid prior to single events by groups not affiliated with the ELCA. Security deposits (less donations) will be refunded promptly after the event based on the stipulation that the facilities used have been returned to their original condition. For recurring (e.g. weekly, monthly) events, security deposits and payment schedules can be arranged with Ascension’s administrative assistant.

Facility Use Donations (per event up to 4 hours unless noted)

	Members* (single event)	Community * (single event)	Non-Profits	Others
Education or Nursery Rooms (each)	N/A	N/A	\$10	\$25
Fellowship Hall	N/A	N/A	\$30	\$50/hr
Warming Kitchen & Facilities	N/A	N/A	\$15	\$40
Sanctuary	N/A	N/A	\$30	\$100/hr
A/V Facilities or Musical Instruments**	N/A	N/A	\$20	\$50

* donations for recurring events can be arranged

** in addition to Sanctuary use donations

Ascension Lutheran Church

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