

# GRACE LUTHERAN CHURCH

1001 13<sup>th</sup> Street, Boulder, CO 80302

name: \_\_\_\_\_

Phone: 303-442-1883

date of show: \_\_\_\_\_

office@graceboulder.org

time block/curtain: \_\_\_\_\_

[www.graceboulder.org](http://www.graceboulder.org)

instruments: \_\_\_\_\_

## **BUILDING USE GUIDELINES AND POLICIES FOR 2022**



Grace Lutheran Church Building Use Guidelines include these parts:

Part 1. General Use Guidelines for Church Building Use  
and Suggested Donation Schedule

Part 2. Building Use Application

Part 3. Release and Indemnity Agreement/Proof of Insurance

Grace Musical Instrument Policy

Parts 1, 2, and 3 and where applicable, the Musical Instrument Policy, are given to the person representing the group requesting use of Grace Lutheran Church Building to read, complete, and sign.

## PART 1. GENERAL USE GUIDELINES FOR CHURCH BUILDING

*Welcome to Grace Lutheran Church, a congregation of the Evangelical Lutheran Church in America.*

We ask that you look over the following guidelines and complete and submit the building use application form and release and indemnity agreement or proof of insurance to the church office administrator. The Damage Deposit and Suggested Donation must be made at the time of signing and before events will be added to the Church calendar. General Facility Use Guidelines:

1. Damage Deposit/HOLD\*: of \$100 in the form of a check written to "Grace Lutheran Church" is required at time of reservation. This check will either be held and returned or refunded and mailed within 1 month, usually sooner, upon satisfactory inspection of the building after the event or final day of contracted building use. The cost to repair any damage caused will be subtracted from your damage deposit. If damage caused exceeds \$100, you will be billed for the additional repairs.

*\*If your event is scheduled more than three months into the future from the date the contract is signed, and you cancel your "HOLD" on this date, the \$100 damage deposit may not be refunded.*

2. Suggested Donation: It is appropriate and appreciated if your organization makes a donation to Grace Lutheran Church to cover your impact and time in the building (and for the mandatory Grace Host when the event is open to the public). Please see Suggested Donation Schedule. **Please make the donation no later than two weeks prior to your event.** Drop by the church office, mail to the address on the cover of this contract, or drop in the 13<sup>th</sup> Street door mail slot.
3. The Lift/Elevator will be locked outside of Church Office Hours due to safety regulations. If you anticipate needing the use of the Lift during your event, a host from Grace Lutheran Church will be assigned to the event, to operate the lift.
4. Keyless entry system: Upon signing this contract and making a damage deposit, you will be issued a PERSONAL five digit pin code for opening the 13<sup>th</sup> Street door, during the period of your event and your up to 2 two-hour rehearsals **ONLY**. Do not give this pin code to anyone else. This contract and the use of the assigned pin code make the signer responsible for activities occurring during the stated time and for securing the building upon departure. *If you have contracted to use the building for an event open to the public which mandates the use of a Grace Host, the Grace Host will secure the building upon your departure on the date of your event. You are responsible for securing the building and must be the last person leaving the building for all other uses (e.g., rehearsals, lessons, meetings, classes).*
5. Building security: Shut all windows and doors before you leave the facility. If you are the only or last group using the facility that day, ensure that **all lights** are turned off and **all exterior doors and windows** are shut and locked. Failure to secure the building will result in loss of your deposit and could result in denial of future request for building use.
6. Instrument Permission to use the Steingraeber or Sauter piano, the organ, the electronic keyboard, or the harpsichord must be specially granted. Tuning of instruments by outside groups is expressly forbidden. The Church Office will only schedule instrument tuning at the time of

signing of this contract. Please read and sign Grace Musical Instrument Policy attached to this contract.

7. Respect the church and sanctuary: It is our request and expectation that you will leave things as you find them and honor the sanctity of the Worship space.
8. Furniture including pews, altar furniture, rails, pews and especially musical instruments, **are only to be moved by staff or members of Grace Lutheran Church** and never by other groups. All requests for furniture arrangement must be made at the time of contract signing. If you or a member of your group moves altar furniture, pews, pianos, etc. in the Sanctuary, your damage deposit may not be refunded.
9. Childcare is not provided. Appropriate adult supervision of children is required at all times, throughout the building.
10. Parking: The lot north of the church is rented to Uni Hill businesses Monday-Saturday 7am-7pm. **When using the church building during this period, please park in the spots adjacent to the church, including the spaces along the church building in the alley off of Euclid Avenue.** Your attendees may need to utilize street parking (metered on 13<sup>th</sup>/free but time-limited on Euclid). During evening hours, you are free to use the lot. Vehicles in violation will be towed.
11. **CLEAN UP: It is the responsibility of the signer and organization to clean up after an event.**
12. **Grace is a ZERO WASTE facility.** Please only bring compostable products into the building and
  - A. **Remove** whatever Landfill/Trash your event creates. (**Bring your own** trash bags to remove your waste.) Compost and trash may be left if in properly sorted bins.
  - B. **Kitchen** (if used) must be left completely clean.
  - C. **Vacuum** found in the storage room next to the kitchen to remove crumbs/debris on carpet.
13. No food or drink is permitted in the Sanctuary. No dark colored drinks (red wine, Koolaid, etc.) are allowed in the building. Dirt/stain removal costs will be deducted from the damage deposit.
14. Notice of preemptive scheduling by church: Please understand that crisis needs could preempt your time and space (e.g., funeral arrangements). Grace will give notice as possible.
15. Smoking is not permitted within the Church building.
16. Candles are not permitted.
17. Guest wi-fi: available in the church building with the password Faith@1001
18. In case of emergency, do not hesitate to call 911 for police or fire! **On the Church Office door you will also find an emergency contact phone number if you need to get help or make a report to someone in the church.** Please report anything you find amiss to [office@graceboulder.org](mailto:office@graceboulder.org)

I have read and agree to the General Use Guidelines for Church Building.

Signer \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Grace Office Administrator Signature \_\_\_\_\_

## GRACE LUTHERAN CHURCH SUGGESTED DONATION SCHEDULE

- check all that apply -

\$300 - \$1,000– **One time use (i.e., one performance date/event) of the Sanctuary and Narthex for public/private concert.** The Steingraber, organ, and/or harpsichord may be used in place with permission. Instruments and Altar furniture must be requested to be moved when this contract is signed and deposit/donation is made. If your event is open to the public, a Grace Host will be present for your event, who is authorized to operate the Lift/Elevator should you require it. The Grace Host will be present up to 4 hours covering the time the Public is in the building up until and including closing/locking up. The Grace Host will lock all doors and windows following your event, releasing you from this task. Signer and organization will be given a keycode to enter the building to make preparations/sound check/final rehearsal and are responsible to clean up after the event.

\$150 – **One time use (i.e., one performance date/event) of the Sanctuary and Narthex for a CU College of Music required degree recital.** Same above for conditions.

These options includes 1-2 two-hour rehearsals to be scheduled with the Church Office during the two weeks prior to your event.

\_\_\_\_\_ **Grace Host additional hours needed** x \$12.50/hour = \_\_\_\_\_ additional donation

\$140 Tuning of the Steingraber piano

\$100 Tuning of the Harpsichord

\_\_\_\_\_ Other arrangements necessitating additional fees.

\$300 – **One time use of the Fellowship Hall/Kitchen for meetings or events.** The user assumes full responsibility to open and lock all doors and windows upon departure. Signer and organization are responsible to clean up after the event.

\$20/hour – **Library or Classroom use for educational groups charging fees** (includes music lessons, classes that charge tuition, etc.) that are contracted over a semester (January–August and September–December) with blocks of time reserved in a particular Classroom or the Library on the Church Calendar. This covers electricity and janitorial care of the building. Signer and organization are responsible to clean up after each use. A donation is requested that reflects the time reserved on the church calendar.

Calculate: hours/week x weeks/semester x \$20/hour **Estimated over the semester:** \_\_\_\_\_

**Optional donation – for non-profit groups that charge no fees** (includes community meetings and support groups (free), City of Boulder meetings, etc.). **Suggested donation of \$10/hour** to cover electricity and janitorial care of the building. Signer and organization are responsible to clean up after the event and for securing building upon departure.

**PART 2: GRACE LUTHERAN CHURCH BUILDING USE APPLICATION**  
CONTRACT SIGNING DATE \_\_\_\_\_ END DATE \_\_\_\_\_

NAME OF CONTACT PERSON \_\_\_\_\_

ORGANIZATION (USER) \_\_\_\_\_

PHONE NUMBER(S) \_\_\_\_\_

EMAIL(S) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

USER TYPE (NON-PROFIT, INDIVIDUAL, ETC.) \_\_\_\_\_

TYPE OF PROGRAM OR EVENT \_\_\_\_\_

DATES/TIMES REQUESTED \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED \_\_\_\_\_

**AREAS OF CHURCH BUILDING REQUESTED:**

\_\_\_\_\_ SANCTUARY/NARTHEX

\_\_\_\_\_ FELLOWSHIP HALL/KITCHEN

**SPECIAL PERMISSION REQUESTED:**

1. To use candles \_\_\_\_\_

2. To use INSTRUMENTS (Please sign Grace Musical Instrument Policy)

\_\_\_\_\_ Steingraber grand piano in Sanctuary ..... \_\_\_\_\_ Tuning requested

\_\_\_\_\_ Organ

\_\_\_\_\_ Harpsichord ..... \_\_\_\_\_ Tuning requested

\_\_\_\_\_ Sauter upright piano in Fellowship Hall ..... \_\_\_\_\_ Tuning requested

**PUBLICITY**

I authorize \_\_\_\_\_/Do not authorize \_\_\_\_\_ Grace Lutheran Church to list my musical event on the Grace website or in Grace publicity \_\_\_\_\_ Initials

**FURNITURE ARRANGEMENT REQUESTED:**

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**Draw diagram below if needed:**

*Office Use Only: Application approved* \_\_\_\_\_

**PARKING ALLOWED @ GRACE for EVENT/CLASSES/MEETINGS:** \_\_\_\_\_

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Deposit \_\_\_\_\_ Donation \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Check # \_\_\_\_\_

Date Deposit Returned \_\_\_\_\_ Check # \_\_\_\_\_

Entry code issued \_\_\_\_\_ # Deactivated \_\_\_\_\_

Insurance attached \_\_\_\_\_ or Indemnity Clause signed \_\_\_\_\_ Grace Musical Instrument Policy Signed \_\_\_\_\_

**[ ] Check here if proof of insurance is supplied and attached to this agreement.**

*If not, please read and sign the Part 3. Grace Lutheran Church Release and Indemnity Agreement.*

## **PART 3. GRACE LUTHERAN CHURCH RELEASE AND INDEMNITY AGREEMENT**

Many people occupy or otherwise have access to the Church Building. Building security requires the participation and cooperation of User and other users of the Church. We make no assurances, guarantees or warranties of security, and shall not be liable for any injury, harm, damages or losses to persons or property or theft caused by, arising out of, or relating to any lack or breach of security of the Church Building. User is required to take all reasonable measures to maintain the security of the Church Building and its occupants and contents, including, but not limited to, not blocking open or leaving ajar any locked door or window, not unlocking and leaving unlocked any locked door or window, not permitting persons to enter the Church Building when it is locked, except persons who are your employees, servants, agents and invitees, who shall be escorted by you into and back out of the Church Building, not allowing any unauthorized person to be unattended in the Church Building, and taking all other precautions that a reasonably prudent person would take to ensure that the security of the Church Building is maintained.

In signing this agreement, User acknowledges that the User has read the Grace Lutheran Church of Boulder, Colorado General Facility Use Guidelines. User accepts responsibility for any damages to property of Grace Lutheran Church beyond normal wear and tear caused by User, as well as User's members, guests, invitees and attendees, and agrees to repair or replace any property so damaged. User expressly agrees to, and shall, indemnify and hold harmless Grace Lutheran Church of Boulder, Colorado, and any of its employees, officers, members or agents from any and all claims, damages, liability, or court awards, including costs and attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to, any person, firm, partnership, or corporation, in connection with or arising out of the use or occupancy of Grace Lutheran Church of Boulder, Colorado property by User, whether or not specifically authorized. User agrees that it will never institute any action or suit against Grace Lutheran Church of Boulder, Colorado or any of its employees, officers or members, nor institute, prosecute, or in any way aid in the institution or prosecution of any claim, demand, or compensation for or on account of any damages, loss, or injury either to person or property, or both, known or unknown, past, present or future, arising as a result of or from the use of Grace Lutheran Church of Boulder, Colorado property. Grace Lutheran Church may cancel the reservation in its reasonable discretion without liability. In such event, all fees will be returned.

Signed \_\_\_\_\_ Organization Liaison w/Church

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

# Grace Musical Instrument Policy

1. The musical instruments are to be played by qualified musicians. Children may do so under the supervision of the Organist, Music Director, or qualified teacher. Children without experience may use the piano/s located in the downstairs areas with adult supervision.
2. Additional tuning will be arranged by the Church Office in anticipation of a concert for an additional donation. Requests for tunings must be made at the time of contract signing, with sufficient time to schedule a tuner, and to be handled solely by the Church Office. No tuning is to be performed outside of the Church Office scheduled tuning. Only church-approved tuners will be used.
3. Please inform the church office administrator of any needed repair/maintenance discovered during your event.
4. The pianos and electronic keyboard will be moved only by the church staff. Please indicate desired location/position when completing Part 2: Grace Lutheran Church Building Use Application.
5. The harpsichord will only be played in place. The harpsichord will not be moved.
6. No pieces for prepared piano.
7. At the completion of any rehearsal or concert, leave the Steingraeber closed and covered with its padded cover.
8. If you, or a member of your group, moves a musical instrument, altar furniture or pews in the Sanctuary, your damage deposit may not be refunded.

*I have read and agree to the above terms.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Church office administrator \_\_\_\_\_ Date \_\_\_\_\_