



GRACE LUTHERAN CHURCH

521 Providence Road
Chesapeake, VA 23325
(757) 420-4704

www.GraceLutheranChesapeake.org

BUILDING/PROPERTY USE GUIDELINES (Approved June 2018)

Grace Lutheran Church allows private parties and non-profits to use building and outdoor space for meetings and gathering with the following guidelines:

1. All property usage must be compatible with Grace Lutheran's mission.
2. All property usage must be approved by the GLC Congregational Council, which meets monthly (currently on the second Tuesday of the month). All Building/Property Use Requests should be sent to Secretary@GraceLutheranChesapeake.org or dropped off at the church office.
3. Recurring Building/Property Use Requests must be renewed every year.
4. Groups agree to pay GLC based on the following fee schedule:

Wedding	\$300 (up to 3 hours)
Outside Group/Non-member event	\$100/hour
Kitchen	\$50 additional fee
Non-profit Groups	Donation
Member Party/Event	Donation

5. Groups agree not to violate fire code restrictions:

	Max Capacity
Sanctuary	198
Fellowship Hall	118 (with tables & chairs) 252 (chairs only)

6. Recurring groups who request storage, may keep their items in their assigned space with the understanding that GLC is not liable for loss or damage. If any items require storage in the refrigerator/freezer, please clearly mark them with group name and date.
7. Grace Lutheran Church is a smoke (including vaping) and alcohol free facility; exceptions may be made for religious reasons.
8. Before leaving after event/meeting, groups must:
 - a. clean all spaces, furniture, equipment, dishes, and utensils used
 - b. place all trash and recyclables in designated containers
 - c. return all furniture to original configuration
 - d. return all thermostats to regular program setting
 - e. close and secure all windows
 - f. turn off all lights
 - g. lock all exterior doors
9. Groups will leave space in as good repair as they found it, and will repair or replace any property that is damaged by use or activities.
10. GLC is not responsible for any set-up or take-down of furniture or equipment used by group, and the group is responsible to arrange, and if necessary pay for, any assistance it needs in preparing for and cleaning up after its meetings.
11. This is a revocable license, and may be revoked at any time for any reason, at the sole discretion of Grace Lutheran Church.