

*FACILITY USAGE GUIDELINES FOR  
PROPERTY AND EQUIPMENT OF*



**PRINCE OF PEACE**  
L U T H E R A N C H U R C H

*The buildings, land, and equipment belonging to Prince of Peace Lutheran Church represent a considerable investment by the members of our congregation. The policy of our church is to make our facilities available for community activities, and it is the desire of the parish that our property be utilized in a manner consistent with the mission of the church. Our goal is to be a congregation filled with ministry each day of the week. These policies will help us to be good stewards of the resources God has entrusted to our care.*

*The facilities of Prince of Peace Lutheran Church are available on a limited basis to organizations of a charitable, educational, or character-building nature. Approval for the use of the facilities is granted by the Prince of Peace Church Council, following guidelines set forth by the Church Council and in compliance with the agreements below.*

5475 Brand Road Dublin, Ohio 43017 | [princeofpeacedublin.org](http://princeofpeacedublin.org)  
614.766.6377 | [office@princeofpeacedublin.org](mailto:office@princeofpeacedublin.org)

last updated: January 2022

## ***Reserving the Date***

*In order to reserve a room for a specific date, users must fill out the “Facilities Usage Reservation Form”, the “Release of Liability Form”, and deliver them to the church office with all fees.*

**\* A date cannot be reserved on the church calendar until the completed forms and fees are received in the church office.**

## ***Availability***

*Use of the church facilities is subject to the congregation’s needs. Congregational sponsored programs take precedence over outside use of the facilities. Please note: should an unexpected event of pastoral importance arise (such as a funeral with a reception) that requires the use of the space you have reserved, the group’s contact person will be notified immediately. Events will be scheduled on a first come, first served basis.*

## ***Guidelines for Facility Usage***

*Prince of Peace Lutheran Church is a non-smoking facility – this includes the building, parking lot, and grounds.*

*Advertising for or by outside organizations is not permitted on Prince of Peace Lutheran Church premises. Permission to use Prince of Peace Lutheran Church facilities is not synonymous with endorsement of any particular program.*

*Nothing may be put up on the walls, doors, or windows unless previously arranged with the pastoral staff.*

*Other groups may have reserved a different space during the same time as your event, so please limit your use only to the rooms you have reserved.*

*Users will provide all their own paper products, kitchen supplies, beverages, coffee, table linens, etc.*

*Piano tuning (if needed) is the responsibility of the renting organization.*

*At the conclusion of the event, the Fellowship Hall, kitchen and/or classrooms must be returned to the way they were found - except for tables and chairs which will be moved by the staff. **Users must turn off all lights, and close/lock all windows and doors.** There is no need to adjust the thermostats. If the thermostats were temporarily turned up or down, they will return to their preset programs automatically.*

*Users should notify the church office of any problems immediately.*

*All events must be concluded and the building vacated by 11:00 P.M.*

## ***Other Information***

*The Fellowship Hall seats 240 for a banquet. Round 60” tables and upholstered chairs are available for use. The podium and sound system are available for use.*

## **Caterer / Alcohol Policy**

All caterers must follow the facilities use guidelines as set forth in this document.

No alcohol may be sold on the property at any time.

Alcohol shall not be served by or to underage drinkers.

Alcohol may be served at Prince of Peace Lutheran Church provided that those serving the alcohol have been trained to serve.

No alcohol will be served to any person or persons who appear to be visibly intoxicated, and no public drunkenness will be tolerated on the premises of Prince of Peace Lutheran Church at any time.

Alcohol may only be consumed within the Fellowship Hall. No alcohol consumption is permitted in the church parking lot, grounds, restrooms, or any other room of the church.

## **Liability and Damage**

Groups who use our facilities are responsible for any damages to the church property during the contracted time period.

Groups using our property must have liability insurance to protect their guests and the church, as Prince of Peace Lutheran Church is not responsible for damages or loss to anyone using these facilities. Proof of such insurance is required before use of the church.

All groups will sign an agreement to release Prince of Peace Lutheran Church from any liabilities, damages, lawsuits, and attorney fees regarding the use of this property. (See **"Release of Liability Form"**, below)

## **Usage Fees**

Prince of Peace Lutheran Church requires a \$100 reservation fee and a \$100 custodial fee to use a room in our facility. If you wish to use the dance floor, it is an additional \$100. Recurring non-profit groups should discuss fees with the pastoral staff.

<b>Room Reservation Fee:</b>	\$100.00	Non Member \$200
------------------------------	----------	------------------

*This non-refundable fee is required to reserve the room for your event.*

<b>Custodial Services:</b>	\$200.00	Non Member \$400
----------------------------	----------	------------------

<b>Dance Floor Fee:</b>	\$100.00	Non Member \$200
-------------------------	----------	------------------

<b>Security deposit:</b>	\$250.00	Non Member \$250
--------------------------	----------	------------------

*This refundable fee is required by large parties and all outside groups.*

*All checks should be made payable to **"Prince of Peace Lutheran Church"**.*

last updated: January 2022

# Facilities Usage Reservation Form

Prince of Peace Lutheran Church  
5475 Brand Road, Dublin, Ohio 43017  
Phone 614-766-6377

fee paid \_\_\_\_\_

date paid \_\_\_\_\_

for office use only

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Contact Address \_\_\_\_\_ Email \_\_\_\_\_

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

Organization Address \_\_\_\_\_

Date and Time of Event \_\_\_\_\_

Room(s) Being Reserved: \_\_\_\_\_ Number of Expected Attendees \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Date(s) and Time(s) of Set Up \_\_\_\_\_

Any Special Equipment or Set-up Needs \_\_\_\_\_

Caterer Name \_\_\_\_\_

Caterer Email \_\_\_\_\_ Caterer Phone Number \_\_\_\_\_

I have read the "Facilities Usage Guidelines" and understand the procedures as set forth in that document. I agree to abide by those procedures and hereby waive any claims against Prince of Peace Lutheran Church.

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

Please print name \_\_\_\_\_

**Your use of the facilities is reserved only when the church has received this completed form, the Release of Liability Form, all fees, and the master calendar has been checked for availability.**

Please return this form to the church office. Retain a copy for your information.

## Release of Liability

Prince of Peace Lutheran Church  
5475 Brand Road, Dublin, Ohio 43017  
Phone 614-766-6377

At the request of the undersigned individual(s)/organization, Prince of Peace Lutheran Church of Dublin, OH, has authorized the use of

\_\_\_\_\_ for the use by the undersigned on the following

date(s) \_\_\_\_\_.

As the representative of the organization, I have read the "Facilities Usage Guidelines" and the "Safety, Emergency Management and Disaster Recovery Procedures" of Prince of Peace Lutheran Church and understand the procedures as set forth in those documents. I agree to abide by those procedures and hereby waive any claims against Prince of Peace Lutheran Church.

By authorizing the use of its facilities to the undersigned, Prince of Peace Lutheran Church does not assume any responsibility or liability for the activities being conducted by the undersigned organization. It is understood and agreed that the undersigned will maintain order among its membership and guests, and will not commit damage or waste upon church property beyond normal wear and tear.

The undersigned organization agrees that Prince of Peace Lutheran Church is hereby released from liability and/or responsibility for any injuries, harm, lawsuits, attorney fees, or damages related to or arising out of the undersigned organization's activities on Prince of Peace Lutheran Church property.

As a representative for the \_\_\_\_\_ organization, I hereby agree to the terms of this release form.

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

Print Name \_\_\_\_\_ Position/Title \_\_\_\_\_

*Please return this form to the church office. Retain a copy for your information.*

last updated: January 2022