_ Good Shepherd Lutheran Church

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This document contains the following three items:

1. Building Use Policy – Overview
2. Facilities Use Application & Agreement
3. Facilities Use Agreement Legal Terms and Conditions

Building Use Policy - Overview

Good Shepherd Lutheran Church welcomes the use of our facility for ecumenical, private/family, cultural, community and private events, provided that they are in harmony with the sacred nature, purpose and mission of our church.

Sanctuary restrictions
The sanctuary is not to be used for any for-profit activity, although goodwill donations or admission fees may be requested to defray event costs. Pastoral acts (e.g. weddings, baptisms, funerals, etc) shall be scheduled and conducted by Good Shepherd's pastor unless alternative arrangements are made with and approved by her/him.

Scheduling
Scheduled use of our facility is on a first-come, first-served. Blackout dates include all Sundays prior to 1pm, scheduled church events, Food Shelf events, and Preschool events. No event is officially scheduled until it is approved and posted on the calendar on the Church website.

Authorized approvers
The Pastor and officers of the Church Council are authorized to approve requests for facility usage.

Insurance:
Proof of adequate insurance may be required.

Cleaning/Maintenance:
The user is responsible for cleaning facility and returning it to prior setup and condition. Repair or replacement of damaged church property shall be at the expense of user, with all repairs and replacements subject to church approval. All trash, recyclables, and compostables shall be removed from premises and properly disposed of at user's expense. Professional cleaning and/or snow removal shall be done at user's expense by a church-approved provider.

A refundable deposit may be required for cleanup, garbage removal, damage, and loan of a church key.

Church lift:
The church lift can be used only for transporting disabled individuals and their assistants. Use of the lift to move furniture or equipment is expressly prohibited.

Usage fees:

Evening or 1/2 day (4 hours): $100 Full day: $200 Ongoing usage: negotiable
Additional fee for kitchen use: $75
50% discount to non-profit community organizations (501(c)3)
There are no set fees for funerals or memorial services.

A seasonal heating surcharge may be applied. Fees include use of tables and chairs inside the church facility. Tables and chairs are not available to non-members for any outdoor or off-site usage.

Fees may be waived for members and contributing friends of Good Shepherd Lutheran Church for one-time personal events. Donations are always happily accepted.

Prohibitions/Restrictions
Smoking inside church facility, alcohol (other than incidental consumption, such as wedding toasts), unsupervised children, political advocacy other than bi-partisan informational events, or any activity or program inconsistent with tenets of Evangelical Lutheran Church in America are prohibited. Use of Preschool rooms and playground, nursery, Grace Space, church office, and office equipment are all expressly forbidden.

Adopted by Church Council, September 29, 2026

FACILITIES USE APPLICATION & AGREEMENT

GOOD SHEPHERD LUTHERAN CHURCH
273 Vt Route 15
Jericho, Vermont 05465

User: _____

Contact Person: _____

User Address: _____

User Telephone Number(s): _____

User Email: _____

Type of Event:_____

Recurring Event: Yes ____ No ____ (if not marked, the Event is assumed to be non-recurring)

Event Date: _____

Event Time (include set up and clean up time): _____

Facilities for Use: _____

Fee for Event: _____ Security Deposit: _____

Insurance Required (Section 10 of Terms and Conditions): Yes ___ No ___

Special Conditions of Use of the Facilities: _____

_____

Additional Special Conditions shown in Exhibit A: Yes ___ No ___

This Facilities Use Agreement is subject to the attached terms and conditions and any exhibits referenced above.

IN WITNESS WHEREOF, User and the Good Shepherd Lutheran Church do hereby execute this Facilities Use Agreement as of the _____ day of _____, 20__.

User:	Good Shepherd Lutheran Church
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title:_____

FACILITIES USE AGREEMENT LEGAL TERMS AND CONDITIONS

The following terms and conditions govern the use of the Good Shepherd Lutheran Church (GSLC) Facilities:

1. GSLC agrees to let User use the above described Facilities for the Event and dates/times described above, pursuant to these terms and conditions and any special conditions stated above and/or in Exhibit A hereto.
2. User's use of the Facilities shall be subject to the following conditions:
   (a) User shall not use the Facilities for any purpose that is contrary to the mission, purpose or belief of Good Shepherd, which is that God's love is freely given to all regardless of race, ethnicity, age, physical or mental ability, sexual orientation, or gender identity.
   (b) Except for minimal ceremonial toasts, alcohol consumption is prohibited on the on Church property.
   (c) Smoking, Vaping, tobacco and drug use are prohibited on the Church property.
   (d) Possession of firearms and weapons of any kind are prohibited on the Church Property.
3. User agrees that it will not use the Facilities for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
4. User agrees to be responsible for preparing for the Event and returning the Facilities to the pre-event condition in all areas of the Facilities which User uses, including entrances and exits.
5. User agrees to conduct a visual inspection of the Facilities, including entrances and exits, prior to each use, and warrants that the Facilities will be used only if it is in a safe condition.
6. User agrees that they are solely responsible for implementing appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending User's Event at the Facilities.
7. User agrees to pay Good Shepherd the fees specified above (if any) for the use of the Facilities in advance of its use of such Facilities.
8. If User is required to pay a security deposit as specified above, such security deposit shall be payable in advance and the Facilities Use Agreement shall in no event be enforceable by User until such security deposit is paid. Good Shepherd shall return the security deposit to User within 14 days following the completion of the Event (or if recurring, all such Events), less any unpaid fees, or costs of damage caused by User.
9. In no event shall Good Shepherd be liable to the User for any lost profits or incidental, indirect, special, consequential damages, or punitive damages.
10. If required pursuant to the first page of this agreement, User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of $2,000,000. The User will provide a certificate of insurance to Good Shepherd at least seven days prior to the date upon which the User begins to use the Facilities. The certificate of insurance will indicate that User has made Good Shepherd an "additional insured" on User's policy with respect to the use by User of the above described Facilities.

11. User agrees to hold harmless, indemnify, and defend Good Shepherd (including Good Shepherd's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described Facilities, its entrances and exits, and surrounding areas, for User's purposes.
12. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party. In the event that Good Shepherd must cancel this agreement, User will be entitled to any fees and deposit User has paid.
13. No party shall be responsible for delays or failures in performance or any harm resulting from acts beyond the control of such party. Such acts shall include, but not be limited to, acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, communication line failures, power failures, earthquakes or other disasters.
14. This Agreement shall be governed under laws of Vermont and exclusive jurisdiction shall lie with the courts of Chittenden County, Vermont. THE PARTIES HERETO HEREBY WAIVE, TO THE EXTENT PERMITTED BY LAW, THE RIGHT TO A JURY TRIAL IN ANY ACTION OR LEGAL PROCEEDING BETWEEN THE PARTIES OR THEIR SUCCESSORS ARISING OUT OF THIS AGREEMENT.
15. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Good Shepherd.
16. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Exhibit A – Additional Special Conditions of Use