



Christ the Redeemer Lutheran Church

9201 Brecksville Road
Brecksville, Ohio 44141
Phone: 440.526.2303
office@crlcbrecksville.org

BUILDING USE GUIDELINES

MEMBERS may use facilities for personal use, providing they clean up the facility after usage. *Members approved to use the building must be present for the event.* Fees may be waived in full or in part for members, at the discretion of the Property Chair, Vision Board, and/or Pastor.

ORGANIZATIONS AND NON-MEMBERS will be charged fees for usage of various areas. Fees may be waived in full or in part for organizations, at the discretion of the Property Chair, Vision Board, and/or Pastor.

CLEANING is essential after use and is required of all members, non-members, and organizations.

BUILDING SECURITY is important to us and to you! Arrangements to get into the building must be made with the office managers one week prior to the event.

BUILDING USAGE REQUEST FORM must be completed and submitted to the office at least 1 month prior to usage.

FEES are due at time of request. **Fees are waived for CRLC sponsored groups. See the Wedding Policy for wedding fees.**

The contact person is responsible for any damages done to the property during the time of usage and will be billed.

REFUNDS may be made if event is cancelled.

		<u>Non-Member/Organization</u>	<u>Member</u>
<input type="checkbox"/> Fellowship Hall	seating capacity: 100	\$200	\$50
<input type="checkbox"/> Kitchen	see ## note below	\$100	\$50
<input type="checkbox"/> Sanctuary	seating capacity: 175	\$100	\$50
<input type="checkbox"/> Gathering Space	seating capacity: 30 – 40	\$100	\$50
<input type="checkbox"/> Chapelview Room	seating capacity: 25	\$ 35	\$15
<input type="checkbox"/> Vestry	seating capacity: 6	\$ 35	\$15
<input type="checkbox"/> Classroom	_____	\$ 35	\$15
<input type="checkbox"/> Other		TBD	
<input type="checkbox"/> Candelabra (Use in Sanctuary) <i>(fee includes candles, set-up, & removal)</i>		\$150	\$150

GUIDELINES FOR USE OF FELLOWSHIP HALL, KITCHEN, AND/OR GATHERING SPACE

- No red or purple drinks are permitted.
- If you plan to use the dishwasher and/or large coffee maker, please ask for operating instructions.
- Provide your own dish cloths and towels.
- Trash must be bagged and securely closed and placed in the plastic trash bin outside on the fellowship hall deck, or taken home. Cardboard boxes should be broken down and placed under the island in the kitchen. New trash bags must be placed in all empty trash cans. Bags are under the counter opposite the microwave.
- Materials for recycling should be rinsed and emptied, then put into blue bag under the center island or taken home.
- Wipe counter tops and tables. If plastic table covers are in good condition, leave them on the tables.
- Spot vacuum the carpet and sweep the tile floor before leaving. Damp mop any spills. Sweeper, brooms and damp mops are in the closet in fellowship hall next to the kitchen.
- Extra tables and chairs are stored in the large closet near the east windows in fellowship hall. Extra tables and chairs must be put away before leaving. In rare circumstances the fellowship hall can be pre-set for your use; indicate your preferred room set-up on the form and then check to see if it can be accommodated, or if you will need to do your own set-up.
- Sunday use is restricted to after 1pm (or after noon in summer).
- ##Kitchen use consists of using the stove for cooking and dishwasher for clean up. All serving & tableware, paper products, etc. are to be provided by the organization.
- Leftovers should be taken home.
- **Before you leave, turn off all lights, and make sure the stove/oven & coffee pot are turned off. Make sure all church doors and windows are closed and locked when leaving.**
- Please notify the CRLC office at 440-526-2303 if the contact person for the group changes.