FACILITY USE APPLICATION for GRACE LUTHERAN CHURCH

115 East King Street, Boone, NC 28607 828-264-2206 graceboone@graceboone.org

Please circle your request option: OPTION 1: This is a **ONE-TIME** event/meeting use request.

OPTION 2: This is an **ONGOING** events/meetings use request.

Name of Group: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Date(s) of Use: _____

Time of Use: Setup/Beginning Time: _____ Cleaned Up/Ending Time: _____

Space(s) Needed:

Fellowship Hall (FH)____
Lower Level Fellowship Hall (LLFH)____
Councill House (CH)____
Chapel (C)____
Sanctuary (S)____
Parlor/Library (P)____
Youth Room (YR) ____
Outdoor spaces (ex: playground, parking lot, Council yard): _____

Number in Group: _____ Age Group of Attendees: _____

Purpose of Activity: _____

_____

We, the undersigned, have read, understand and agree to the Property Use Guidelines. We agree to respect and protect the property of Grace and to leave the facility clean and in good order. We will be responsible for any damages caused by members of our group. We further understand that termination of use may occur in the event that we violate this agreement in any way.

If our group requires a church door code or key, **ONLY group participants can utilize the code or key for this event.** We will not share it with anyone outside our group. We will NOT prop open exit or entry doors. If needed, we will assign someone to remain at the exterior door to let group members in. We understand exterior doors lock automatically.

We understand that GELC adheres to the Watauga County Schools schedule for delays and closures. In the event that WCS are closed, our event will need to be canceled and potentially rescheduled if available on the Church's calendar. In the event of a delay, our event may happen but be scheduled for later in the day.

We have read the Checklist for Facility Use and agree to follow it.

We know that for our event/meeting there are 25 spaces usually available in our main parking lot (next to the church building) for our group to park. During the school year, Grace's other two lots are for paid student parkers only.

Contact Person's Signature: _____ Date: _____

CHECKLIST FOR FACILITY USE

for Grace Lutheran Church
115 E. King Street, Boone, NC 28607
828-264-2206 graceboone@graceboone.org

Please note that the heat or air conditioning is programmed for your event ahead of time, so make us aware ASAP if you are going to cancel your event/meeting.

- ☐ Lights for the **Sanctuary** are in the panel box in the usher closet. All the breakers labeled "yes" turn on all the lights.

- ☐ Lights for the **Fellowship Hall** are on the panel by the entrance to the Fellowship Hall.

- ☐ Dishwasher instructions are printed out on the cupboard above. Please leave the dishwasher empty and all dishes dried and put away.

- ☐ Trash bags are under the Fellowship Hall kitchen sink. Please take out all the trash and empty it into the trash cans outside the kitchen door down the sidewalk to the right of the building. Replace the bags in the trash cans with new bags.

- ☐ Please vacuum and sweep all areas you used. There is a broom behind the Fellowship Hall kitchen door and in the usher closet.

- ☐ Return any chairs and tables that were used for your event to their original locations.

- ☐ Clean bathrooms using the clorox wipes and toilet bowl cleaner located in each bathroom. Take trash out of the bathroom; replace bags if needed.

- ☐ Clean up and take all of your food and personal belongings with you.

- ☐ Turn off all lights and ensure all doors are shut and/or locked when you leave the building.

- ☐ In winter months you may need to shovel and salt the entrance. The shovel and salt are located in the usher closet. If the Narthex needs to be mopped, there is a spray mop in the usher closet also.

Please leave the facilities clean and like you found it. Thank you!
If there are any problems or questions during your event please contact Jennifer Stamey, Facilities Manager, at 828-406-3539.

Property Use Guidelines

for Grace Lutheran Church
115 E. King Street, Boone, NC 28607
828-264-2206 graceboone@graceboone.org

Thank you for considering the use of Grace Lutheran Church for your group's function. We feel that our property is rightfully a gift from God of which we are the stewards. We invite you into stewardship of this resource with us through responsible care. For this reason, we have developed these guidelines to assist you in this stewardship and care of this resource, so that others may enjoy it for years to come, and that you may continue to use the facilities. You must complete a "Facilities Use Application" in order to be considered by our Council to utilize our facilities.

Our Mission: We are sharing God's love so that all are served and supported.

Facility use will be granted in the following order:
1. Staff and members of Grace Lutheran Church
2. Groups and individuals holding activities directly associated with Grace Lutheran Church
3. Other groups who have applied in a timely fashion and as approved by Congregation Council

If for any reason your group is unable to follow the guidelines listed below, the Council of Grace Lutheran Church may terminate use at any time. Needs of the congregation may supersede the needs of user groups. The Congregation Council also reserves the right to make exceptions to these guidelines.

Temporary emergency use of facilities may be approved by the authority of any two of the following: the Pastor, the Associate Pastor, the Lay Assistant or the President of the Congregation Council. An application for continued use must be submitted in time to be included on the agenda (at least one week in advance) for the next regularly scheduled meeting of the Congregation Council.

For User Groups

By definition, a user group is any nonmember group wishing to use the property of Grace Lutheran Church. Grace Lutheran Church only shares its property with nonprofit user groups and sees this as a part of its outreach to the community of Boone, NC. The Council will also consider other community groups if the following criteria are followed and the Church calendar allows:

- Smoking is permitted only outside in the places designated by an ashtray. Smoking is not permitted anywhere inside the facility.
- Alcoholic beverages are not permitted.
- No games of chance or lotteries are permitted.

(CONT.)

● Free will offerings are permitted for use of our facilities; they are not required by nonprofit user groups, but are appreciated. Other community groups and for-profits are required to pay facility use fees.
● Food is NOT permitted in the Sanctuary.
● Bathrooms in the main building (half-baths, sinks and toilets only) for user groups are located in the lower level Fellowship Hall (2) and in the small hallway between the upper fellowship hall and the sanctuary. If the Councill House (Campus Ministry) is reserved, there are 3 full bathrooms available, one downstairs and two upstairs.
● The lower level Fellowship Hall is equipped with a lounge area and small kitchen.
● After use, the facility should look exactly the way it was found (i.e., tables and chairs returned to their original positions, etc.).
● Doors should be securely closed and locked when the group is finished using the facility.
● Any food items in the kitchen are for church use only. User groups are expected to provide their own refreshments and clean up after use.
● No nails, tacks, or tape may be used on the facility walls, etc.
● For groups not staying overnight, donations to offset the costs associated with the use of the building are welcome. Please see "Facilities Use Fees" on page 5.

Specific requirements for overnight guests
(Councill House and Lower Level Fellowship Hall):
● A minimum suggested donation of $200 per night for overnight guests is appreciated (and required for for-profit groups or similar user groups) and helps offset the costs associated with the facilities. Checks should be made out to Grace Lutheran Church.
● Overnight guests are also required to provide us with a certificate of insurance from your insurance provider prior to staying with us. This documentation may be emailed to us at graceboone@graceboone.org or mailed to us at Grace Lutheran Church, Attn: Sabena Maiden, 115 E. King Street, Boone, NC 28607.
● We can house a maximum of 25 people overnight in our Councill House and/or a maximum of 20 in the church lower level fellowship hall. (*See description above for information about available bathrooms/showers.)

Again, please make sure you leave whatever Grace space that you used in the same condition in which you found it.

If you have questions, feel free to call the church office 828-264-2206 to speak with our Church Administrator, Sabena Maiden, or our Facilities Manager, Jennifer Stamey.

Facility Use Fees

for Grace Lutheran Church
115 E. King Street, Boone, NC 28607
828-264-2206 graceboone@graceboone.org

- There are no facility use charges for church events or church member events (with the exception of weddings and large special events).
- Nonprofit groups may consider a donation for the use of our space(s).
- For profit or other groups or individuals are responsible for facility use fees. For profit or other groups or individuals may be responsible for custodial service.
- Checks should be made out to Grace Lutheran Church. In the memo, please state your group's name.

SPACE*	**FEE(s)**	**NOTES**
Fellowship Hall	$250 facility use fee; $125 custodial services	90 person capacity; has kitchen facilities
Lower Level Fellowship Hall	$100 facility use fee; $75 custodial services	20 person capacity; has kitchen facilities
Councill House	Nightly fee $200.00/Daily fee $150 $125 custodial services	25 person capacity; has kitchen facilities
Sanctuary	$500 facility use fee; $125 custodial services	250 person capacity
Youth Room	$50 facility use fee; $50 custodial services	15 person capacity; has kitchenette
Chapel	$50 facility use fee $25 custodial services	15 person capacity
Library/Parlor	$35 facility use fee $25 custodial services	8 person capacity

*Please contact the church office and see "GUIDELINES FOR WEDDINGS AND RECEPTIONS" for details concerning weddings, funerals and similar special events.

(Updated 7/7/2026)