

Holy Cross Lutheran Church Property Use Resources

Adopted By Congregation Council, July 21, 2009, Updated August 7, 2025

Holy Cross Lutheran Church's primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you.

Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed by the designated representative of the congregation. Our first priority is to congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by church and finally to other nonprofit organizations. Use of Holy Cross' facilities is limited to **non-profit** groups.

Approval for the use of the grounds and/or facilities of congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the ELCA.

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement from the church office or at our website: www.hclchurch.com.
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the church office and you will be notified whether it is approved or not approved.

FEES FOR FACILITY USAGE

Suggested donation for facility usage is \$75.

RULES AND REGULATIONS

1. **EMERGENCY SCHEDULING CONFLICTS** The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
2. **CHURCH PROPERTY** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
3. **FACILITY CARE** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
4. **SCHEDULE** Events will not interfere with normal church activities. (No events will be scheduled Sundays prior to 1:00 p.m., excluding member receptions in the Fellowship Hall.) **The building is not available between 11:00 p.m. and 7:00 a.m. If the building is accessed outside of designated hours, the alarm system will be activated and a false alarm charge of \$50 may be charged.**
5. **KEYS** You are responsible for arranging to pick up a key from the church office the week of your event. The Church Office hours are 9:00 a.m. – 3:00 p.m. Tuesday through Thursday. Keys will be checked out only to the Responsible Party listed on the Property Use Agreement. Keys must be returned to the church office within two days after use of the facility.
6. **KITCHEN** The kitchen must be left clean and orderly after use. Recycling and trash must be bagged and disposed in the correct dumpsters behind the church. Church supplies are not to be used except by church sponsored activities.
7. **PIANO/ORGAN** Permission to use the piano or organ must be granted by the Pastor or the Worship and Music Coordinator. **The piano cannot be moved except with expressed permission from the pastor or Worship and Music Coordinator.**
8. **SANCTUARY SOUND SYSTEM** The Sanctuary sound system is available for use upon request. The system must be operated by Holy Cross Lutheran Church trained members (donation

recommended) or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.

9. **NO SMOKING and NO ALCOHOL USE ALLOWED** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. Alcohol use is not allowed anywhere on the property.
10. **BUILDING USE** All groups agree they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.
11. **NO GAMES OF CHANCE** Gambling (including bingo) on the church premises is strictly prohibited.
12. **SUPERVISION OF CHILDREN AND YOUTH**
 - a. No fewer than two adults (age 18 or older) must be present at all times during any program or event involving children.
 - b. Adult supervision is required at all times both inside and outside of the church property including parking lot.
 - c. Children and/or siblings of the group members must stay with the group or under the care of adult supervisors.
13. **NURSERY USE** The nursery facility is available and our safety standards require that at least one caregiver (age 18 or over) must be present to operate the nursery.
14. **FOOD AND DRINK** Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
15. **DECORATIONS** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.
16. **STORAGE** All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
17. **BREAKAGE** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
18. **SECURITY** The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.
19. **FINAL DECISIONS** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council’s directions or forfeit the use of any part of the facility **immediately**.

Holy Cross Lutheran Church
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Omaha, NE 68118
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PROPERTY USE AGREEMENT and RELEASE FORM

Holy Cross Lutheran Church

Name of Group/Event : _____

Responsible/Contact Person: _____

Mailing Address: _____

Cell Phone: _____ Day Phone: _____

Email: _____

Groups meeting on a regular basis please provide a second contact person:

Name: _____

Cell Phone: _____ *Email:* _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

Frequency: One Time Only _____, Weekly _____, Monthly _____, Other _____

Day(s): Sunday __, Monday __, Tuesday __, Wednesday __, Thursday __, Friday __, Saturday __

General Information

Organization's Purpose: _____

Describe *IN DETAIL* the type of event you will be bringing to our facility. _____

Will tickets be sold or admission charged for your event? No _____, Yes _____

If yes, what will be the ticket prices or the admission fee? _____

If yes, how will the net proceeds of this event be used? _____

Type of Group: Non-profit , For Profit Nonprofit Tax ID Number (if applicable): _____

Rooms Requested (capacity):

___ Sanctuary (300)

___ Kitchen

___ Fellowship Hall (170)

___ Cross Center (25)

___ Narthex (70)

___ Nursery

___ Other (list: _____)

___ Outside Group Meeting Room (12)

Anticipated Number of Participants: _____

Will food or drink be consumed? Yes _____, No _____

Special Needs or Requests: _____

Equipment Needs:

TV _____

Organ _____

Sanctuary Sound System _____

Piano _____

Kitchen Appliances _____

CERTIFICATE OF INSURANCE REQUIREMENTS

Non-church groups may be required to provide certificates of insurance naming Holy Cross Lutheran Church as additional insured. If such certificate is required it must be turned in to the church office at least a week before the first use. For continuing usage, the form should be renewed annually.

RELEASE AND INDEMNITY AGREEMENT

This Release and Indemnity Agreement is between _____ (organization or individual) and Holy Cross Lutheran Church (for use of the property described above for meetings and other activities.)

NOW, THEREFORE, in consideration of Holy Cross Lutheran Church permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges Holy Cross Lutheran Church and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy of the Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: _____

Signature of Responsible Person*: _____

Print Name of Responsible Person*: _____

Title: _____

Date: _____

**Must be the same Responsible Person listed on page 3.*

PLEASE NOTE: Any Church function will take precedence over non-church function. We cannot promise the facilities to any non-church affiliated group for a specific date, for an extended period of time. Non-Church affiliated activities may need to be rescheduled or cancelled if there is a conflict with a church function.

Church Use Only	
Request Approved _____	Request Denied _____
Signature: _____	
Date: _____	