

Facilities Usage Policy

Effective 5/01/2026

1. LFUU's Building and Grounds are Available to Rent

- a. For a fee by the public (e.g., non-members). Rates for non-profits may be negotiated.
- b. For free by LFUU members. The Board may decide to charge a fee for commercial use by LFUU members.
- c. The board retains the right to deny rental to any party for any reason.

2. Rental Fees

- a. Rates
 - i) 1-5 hours is a \$250.00 flat fee.
 - ii) Each additional hour is \$50/hour.
 - iii) Rates for multi-day or repeating events may be negotiated.
- b. Possible additional fees:
 - i) LFUU may require the presence of an LFUU representative during the rental period. The Renter may be charged for this at an hourly rate of \$40/hour with a 2-hour minimum.
 - ii) If the Renter requires use of the audio/visual system or TV/VCR equipment, an LFUU representative will explain and demo how to use it in advance of rental. If on-site assistance is needed during the event, the charge is \$40/hour with a 2-hour minimum (this fee does not apply to Fellowship members).

3. **Occupancy** A maximum limit of 80 attendees is permitted in the building. It is ideal for groups between 10 and 70 people.

4. **Insurance** A short questionnaire for insurance purposes may be required and separate insurance coverage through our insurer may need to be purchased by the renter.

5. **Liability** LFUU will conduct a walkthrough after the Renter has vacated the facilities to ensure all stipulations below have been complied with. The Renter is liable for any damage or legal issues incurred by themselves or their guests during the time of rental.

6. Facilities Usage Requests

- a. Availability of our facilities is on the LFUU calendar on our website:
<https://lakefellowship.org/calendar>.
- b. Use of our facilities can be requested by
 - i) completing the **LFUU Facilities Usage Request Form** available on our website:
<https://lakefellowship.org/building-usage>, and
 - ii) submitting it to: Facilities Usage Coordinator c/o info@lakefellowship.org.
- c. If request is approved, a **LFUU Facilities Rental Agreement** will be sent to Renter to review, sign, and submit.

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7. Stipulations

- a. LFUU will ensure the facilities are clean and in working order at the start of the rental period.
- b. Alcohol may be provided in accordance with State Laws, but not sold, nor can alcohol service be the primary function of the rental event. If alcohol is served, LFUU may require Renter to provide event insurance and/or security.
- c. The loft and the stairs leading to the loft in the building are off limits to non-LFUU Members.
- d. Pets are not allowed in the building or on the deck but are allowed on the grounds. Renter is responsible for cleaning up all pet waste.
- e. Campfires are only permitted if the following conditions are in place:
 - i) The fire is confined to the designated burn pit.
 - ii) Garden hose or bucket of water is nearby to extinguish sparks or fire outside the burn pit and extinguish the fire after use.
 - iii) Only seasoned wood and logs are used. Brush and Twigs may be used as kindling but shall not be the primary material burned.
 - iv) No combustible materials are within a 5-foot radius of the pit.
 - v) The fire is less than 2 feet in height.
 - vi) Winds do NOT exceed 15 mph.
 - vii) There are no DNR burning restrictions or bans in place.
 - viii) The fire is properly extinguished.
- f. Smoking and vaping are not allowed anywhere in the building or on the deck but are allowed on the grounds. Renter is responsible for cleaning up all smoking-related items. LFUU does NOT provide ashtrays.
- g. LFUU's audio/visual equipment may be used only with our permission.
- h. Glitter is not allowed on the premises.
- i. No one may be on the premises from 10 p.m. to 7 a.m. unless agreed to in advance.
- j. Renter is responsible for cleaning the venue during, if needed, and after the rental period. The venue must be returned in the same condition as at the start of the rental period. Prior to vacating, the Renter must:
 - i) Clean every area: wash, dry, and put away dishes; wash counters and tables; vacuum carpets; and sweep and mop floors; etc.
 - ii) Return chairs and tables to their original position.
 - iii) Remove all trash, debris, decorations, and litter from the premises.
 - iv) Turn off all lights and close and lock doors.