

Facilities Usage Agreement for Music Recitals, Concerts
Good Shepherd Lutheran Church
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Planning Your Music Recital or Concert



at
Good Shepherd Lutheran Church

INTRODUCTION

The information that follows has been developed as an appendix to our Facilities Usage Policies and Procedures in order to provide additional information which is specific to music recitals and concerts. Please take the time to review the policies and procedures in its entirety, along with the information contained in this appendix. A Facilities Usage Agreement Form must be completed by the applicant and returned to the church office for approval prior to the event.

Good Shepherd Lutheran Church (GSLC) has been a host site for numerous music recitals and concerts. We believe music is a God-given gift and we know that the sound of music in God's holy house pleases Him greatly! We hope your event at GSLC will be a success.

AVAILABLE VENUES AT GSLC FOR MUSIC RECITALS, CONCERTS

GSLC has a beautiful Sanctuary space which seats up to 500 guests. A Mason/Hamlin Grand Piano, as well as a Wicks Pipe Organ are our two primary musical instruments in the Sanctuary.

GSLC also has a space which we call our "Shepherd's Hall." Now a multi-purpose place of fellowship, this space served as our former Sanctuary for many years. Seating for up to 200 is possible in the Shepherd's Hall. A Samick grand piano is available for use in the Shepherd's Hall.

The fees for rental of the spaces and instruments described are provided in the Fee Schedule.

USE OF CHURCH LIAISON

GSLC requires that our church liaison be present during recitals and concerts. The church liaison serves as a property caretaker during the event, ensuring that special set-up needs are attended to, lights and HVAC systems are operating and that the facility is secured at the conclusion of the event. The fee for this service is generally \$50.00 which is made payable directly to the church liaison on the day of the event.

CANCELLATION POLICIES

All facility users should be aware that GSLC reserves the right to cancel scheduled events of other facility users in the event of special circumstances or other priority needs of the church. From time to time an unexpected event such as a special meeting of the congregation or a special fellowship or Worship activity may require use of the facility. Such an event may also require the need to provide ample parking in our parking lot for those attending a church-sponsored activity. Every effort will be made to avoid cancellation of a regularly-scheduled meeting; and the likelihood of this happening would be rare and unusual; however, in the event that cancellation is unavoidable, GSLC will attempt to contact facility users as soon as possible. An alternate event date/time may be arranged or a reduction in the facility use fee may be negotiated with the Business Manager if a meeting must be cancelled.

If circumstances of the facility user require the need to cancel an event, no fees will be due if notification to the church has been received at least 10 days in advance of the event date. Notification of cancellation within 9 or few calendar days will require the payment of a cancellation fee of \$50.00, unless the circumstances necessitating the cancellation are exceptional and unavoidable. An example may include cancellation due to severe weather conditions.

ACCESS TO THE BUILDING/BUILDING SECURITY

Main entranceways will be open for a specified time to allow individuals to set-up before the start of their event, and to allow ample time for attendees to arrive for the event. This time schedule must be prearranged with the church and specified in the Facilities Usage Agreement.

PRE-EVENT REHEARSALS

On occasion, access to the building is requested prior to the date of the event for a rehearsal period. Generally, there is no additional fee for this, as long as the rehearsal is brief (1-2 hours) and requires no special support services by GSLC. The details of scheduling a rehearsal time must be negotiated with GSLC and specified in the Facilities Usage Agreement.

POST-EVENT RECEPTIONS

Following the recital or concert, facility users may wish to serve light refreshments to guests. GSLC may make available either the Shepherd's Hall or the Main Lobby for this purpose. Food and/or drink may not be served or consumed in any other areas of the church. The fees for use of either of these spaces is included in the fee schedule.

GSLC expects that facility users will leave the facility in satisfactory condition at the conclusion of the event. Light clean-up of areas and disposal of food trash will be the responsibility of the facility user unless custodial service has been prearranged in the Facility Usage Agreement.

The FEE SCHEDULE for Music Recitals and Concerts follows on the next page

FEE SCHEDULE

Use category	Sanctuary	Shepherd's Hall	Lobby area for Reception
Member-sponsored recital or concert	\$150 3/hr	No fee	No fee
Non-member sponsored recital or concert	\$300 /3hr	\$200 /3 hr	\$75
Instrument tuning fee *	Mason/Hamlin grand \$150	Samick grand \$75	
Special use of Wick's Organ	As negotiated w/ the church		
Special support services (table set-up/take down, sound/video, etc.)	Please consult the master fee schedule contained in the GSLC Facilities Usage Policies and Procedures guide.		

** Instrument tuning is an option available upon request; however, GSLC has its pianos maintained/tuned on a regular basis throughout the year.*

Please complete a Facilities Usage Agreement Form found as Appendix 2 of the GSLC Facilities Usage Policies and Procedures guide. Your completed form should be returned to the church office for review and approval.