

AMERICAN CHURCH IN BERLIN CHURCH FACILITIES USAGE POLICY

The facilities of ACB are generally available (in order of preference) to individuals who belong to the church, all organizations directly related to the congregation, non-members from other churches in the city, non-profit or profit making organizations providing:

1. There is no conflict with the basic Christian values of ACB and consistent with our good standing in the community.
2. There is no conflict with the ACB usage policy agreements.
3. There are no conflicts with scheduled events or meetings of any congregational groups.
4. The church office is contacted in writing 30 days in advance.
5. All dates are cleared with the Council or the Executive Committee (EC) or the ACB Pastor.
6. Permission has been granted in text form through ACB.
7. An agreement on the building usage restrictions as well as a service fee according to attached schedule has been confirmed in text form.

If the person(s) desiring to use the church display(s) an uncooperative attitude, in the judgment of the council or the EC with the Pastor, he or she shall be denied the use of the church.

EVENT COORDINATOR(S)

Every event must be accompanied by an Event Coordinator (Ecor) and is provided by ACB. The ECor is the primary liaison with ACB for the event and is responsible for building doors (unlocking and locking), toilet and bathroom supplies, coordinating with sound technicians, lighting, and general informational questions.

USE OF THE SANCTUARY

The church sanctuary shall be used primarily for worship services, weddings, baptisms, funerals, and such other services, concerts or programs which have as a significant purpose the conveying of the Christian message.

CHURCH ORGAN

The church organ will be limited to our appointed organist(s). Guest organists need the approval of the Worship and Music Committee. If the committee deems it necessary, it may require the guest organist to meet with the ACB organist at the church. The meeting's purpose is to assess the guest organist's competence and/ or to acquaint the person with the organ. The ACB organist may request a fee of 30€ from the tenant.

GRAND PIANO: Usage must be requested in advance of usage and approved by the church office. Additional fees may apply.

NO CONSUMPTION OF ALCOHOL IN THE CHURCH BUILDING.

NO SMOKING IN THE CHURCH BUILDING.

NO DOGS IN THE CHURCH BUILDING, with the exception of seeing-eye dogs.

GENERAL CARE

1. All furniture or acoustic equipment or other inventory of the church, which is used or moved during an event, will be returned to its original place.
2. The renter is required to inform ACB of any damages which may occur during the use of the building.

TECHNICAL/ACOUSTIC COORDINATION

- Usage of the church technical equipment, including the sound system and any lighting equipment must be requested and approved in advance. Additional fees may apply if Council/EC or the Building Coordinator deems it necessary to provide technical support from ACB personnel.
- All technical and electrical equipment brought into the facility must be listed on the usage request document. Details such as voltage and wattage must be provided to enable the ACB Building Coordinator to determine if a device may be used without strain or damage to the electrical system in the building.

EVENT SECURITY

The renter is responsible for security of their event. Please refer to the Luther Kirche Hausordnung for specific details.

PLEASE COMPLETE THE INFORMATION BELOW FOR YOUR RESERVATION:

Name of organization: _____

Contact person/ renter: _____

Telephone number: _____

Date of planned event: _____

Type of event (i.e. concert, dinner...) _____

Time (include time to begin preparations/ clean-up): _____

Name of Event Coordinator (provided by ACB): _____

Special Requests: _____

FEE CHECK LIST: (Note: Minimum Fee is 500 € for first 4 hours or 900 € Oct. - March)

Category	Minimum hours	Additional hours/days	Total
1. Hours of usage (minimum of 4 at 75 € per hour):	300 €		
2. Heating per day (October—March)	400 €		
3. Cleaning fee per day:	100 €		
4. Event coordinator fee 25 € (First 4 Hours) €	100 €		
5. Additional Fees (Check list below)	Additional		
6. Subtotal			
7. Total Fees:			

BUILDING USAGE ADDITIONAL FEES (PLEASE CHECKMARK ITEM ___)

___ Rental for rehearsal at church (Monday-Saturday): 50% of basic rent _____ €

Personell

___ Sound Technician 150,- / first 4 hours (afterwards 50,- /hour) _____ €

Sanctuary

___ Moving Altar: 50,- _____ €

___ Moving Beamer & Screen: 25,- _____ €

___ Moving Praise Band Equipment and staging: 200,- _____ €

___ Filming, video, and sales, see section 13 of “Standard Terms for Renting“

Further Offers (Please indicate amount)

- ___ Usage sound system (short announcements): free
- ___ Usage sound system (lectures, readings, concerts, discussions): 250,- /day _____ €
- ___ Usage beamer & screen (3,60 x 2,70 m): 100,- /day _____ €
- ___ Usage church organ (Organ concerts or something similar): 300,- /day _____ €
- ___ Usage grand piano (without tuning): 100,- /day _____ €
- ___ Usage of the band-equipment
- ___ E-Piano: 50,- /day _____ €
- ___ Drumset: 50,- /day _____ €
- ___ Amplifier: 25,- /day _____ €

Sub Total (add to page 3 "Additional Fees") _____ €

Additional Rooms for Single Usage Rental

- ___ Usage upper choir room (max. 25 people): 80,-/ day _____ €
- ___ Usage nursery room (max. 12 people): 50,-/ day _____ €
- ___ Usage meeting room sanctuary (max. 12 people): 80,-/ day _____ €

TOTAL FEES: _____

___ *All fees and any special arrangements will be agreed to in advance and 100 € deposit will be required within seven days (7) of submitting this form to hold the requested date.*

___ *I have received, studied, understood, and accept the standard terms and agreement for usage of the Luther Church (Allgemeine Vermietungsbedingungen der American Church in Berlin e.V.).*

Signature of renter: _____

Date Submitted: _____ (day.month.year)

ACB Office: (Date received) _____

PLEASE NOTE:

To reserve your date we require a 100 € advance within seven (7) days after the reservation. The balance of the rental fees are to be paid by bank transfer at least 10 working days prior to the event. The money should be transferred to:

Account holder: American Church in Berlin e.V.
 Commerzbank Account: **IBAN (SEPA) DE71 1004 0000 0261 2919 00**
(BIC) COBADEFFXXX.
 Ref./Verwendung: FACILITY USAGE + DATE OF PLANNED RENTAL