



**13402 W. 92nd St.
Lenexa, KS
66215-3637**

Office: 913-888-5051
Web: salemlutheran-ks.org

Outdoor Usage Policy and Guidelines

Salem Lutheran Church has provided this facility and furnishings for the benefit of our membership. Nevertheless, we also make our outdoor space available to our community depending on the purpose and nature of the group and based upon application and prior approval. Since there will be many groups using this area, the following guidelines are in place so that members and outside groups are all in agreement as to what constitutes good stewardship in relation to the use of the facilities.

RESERVATIONS:

An "Outdoor Use/Event Request Form" must be obtained through the church office or the Salem website - www.salemlutheran-ks.org. (This does not apply to monthly ministry team). The person responsible for coordinating the event must complete the request form and return it to the church office. Please allow at least 5 weeks advanced notice so Salem can clear the event with the city of Lenexa. Each request will be reviewed and ultimately approved or denied in writing by the church office. We expect that any reasonable request will be granted based on availability. If you need to use any inside building facilities that is a separate request.

CANCELLATION POLICY:

Users must cancel reservations for facilities they will not use. Users failing to cancel reservations at least 5 business days prior to the event will be responsible for all event charges or a penalty fee.

EQUIPMENT USAGE:

Salem does not provide equipment or outdoor electrical hookups and is not responsible for any equipment or supplies delivered to or used on Salem outdoor properties.

BATHROOM ACCESS

The outdoor spaces do not have bathrooms. It is a good idea to arrange to have port-a-john(s) on hand on a paved parking area. Bathroom trailers are prohibited.

AMPLIFIED SOUND

Amplified sound is only allowed in these areas between 7:00am-7:00pm, per city of Lenexa ordinances.

PARKING

Parking is limited in this area. Please refer to the area parking map and advise your guests in advance of their parking options.

CITY OF LENEXA SPECIAL EVENTS COMPLIANCE:

Since Salem resides in the City of Lenexa, you will need to comply with their special event standards and miscellaneous code requirements. The church office will provide a copy of the document.

ADDITIONAL SALEM USAGE GUIDELINES:

Please help us maintain the beauty and safety of our outdoor spaces by following these guidelines:

- Dance floors can be only be set up in the parking lot at 13402 W. 92nd St..
- Tents may be set up, in the grassy area just west of 13402 W. 92nd St., after 3 pm the day prior to the event and must be removed by 10 am the day after the event. You must ask to reserve the time of pre- or post- set up.
- Vehicles are not permitted on the grass, however, you may load /unload from the parking lot at 13402 W. 92nd St. or from 92nd St.
- Keep all sidewalks free of obstructions (tables, grills, inflatable objects, etc.).
- If the user would like to have alcohol, during the event, Salem has a separate policy that would need to be filled out and approved. Please contact the church office for that policy. You will need to comply with the City of Lenexa codes regarding alcohol. Codes can be found on the City of Lenexa website.
- Please clean up after yourselves and your guests. Garbage is to be removed from the premises after the event ends. You can place it in the Salem dumpster located at the back of the building at 9143 Haskins St.
- Approval for use by a group or organization is for a designated area(s) and does not grant group access to the entire facility.
- Salem Lutheran Church, its officers and members are not responsible for injuries occurring on the property during the usage of said facilities and shall be held harmless. Please provide a copy/ certificate of your liability insurance.
- Care should be taken for security of participants and possessions. Salem Lutheran Church, its officers and members are not responsible for any loss of material items.
- **Damage:** it is understood that the responsible party agrees to pay for any damages to the facility or property, including any need for additional custodial services. A damage deposit check of \$250 is required prior to the event and will be returned once Salem verifies no damage needs to be repaired or cleaning services are not required. The person completing the paperwork is solely responsible for everything that takes place on church property. This includes clean up as well as any damage compensation.

Suggested donation of \$500 OR \$25 per vendor which ever is greater.

Security Note: Contact Lenexa Police Dept. to hire off-duty police officers at least 2 weeks in advance (Cop. Brian Keeney 913-825-8081).

Facility Use Request

Name of Group: _____

Event Coordinator (individual responsible): _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

Mailing Address: _____

Anticipated Attendance: _____

Date(s) Requested: _____

Time(s) Requested (start/end): _____

Activity / Event Title: _____

Nature of Activity:

Concert ___ **Community Event** ___ **Sports Practice** ___

Other (please specify) _____

Brief description of the event: _____

Resources needed:

Koinonia Lawn: ___ (located at 13402 W. 92nd St. Lenexa)

Church Lawn: ___ (located at 9135 Haskins St. Lenexa)

I read the Outdoor Use Policy and agree to honor the guidelines.

I agree to fill out and pay the fee for the City of Lenexa Special Event Permit, if required.

Signature of responsible individual: _____

We appreciate you using our facilities. Discrimination in the use of these facilities regarding disability, race, religion, nationality, or sexual orientation is prohibited. We thank you for being a part of our church household and for following good steward guidelines for using the church facilities. May your event be a complete success!

Should any of the information above change before the date of your event, please inform the church office (913-888-5051) as soon as possible.