

Reservation and Payment

To apply for the use of the facility for your program or event, please complete the enclosed reservation form and return it to the church office 60 days in advance of your event. After the reservation is confirmed, and at least 30 days before the event is being held send two checks payable to Good Shepherd Presbyterian Church. One check should be the \$500.00 damage deposit (which will be held until after your event) and the other for fees for room use

For more information, please call the church office (402-484-8844) weekday mornings from 8:00 to 12:00.

Thank You!

Thank you for requesting information about our building. We are pleased to offer the use of our facilities to both our church family and to persons or groups in our community. Your assistance in keeping the facility clean and attractive will be a benefit to all who use it.

Guidelines for Building Reservation and Use



Good Shepherd Presbyterian Church USA

8300 East Pointe Road

Lincoln, NE 68506

402 / 484-8844

FAX 402 / 484-7462

Email - goodshep@windstream.net

About Good Shepherd Presbyterian Church

Good Shepherd Presbyterian Church is a vibrant, newer church serving the people of Lincoln. Chartered in 1993, we are a multi-generational church which strives to serve the needs of our community and beyond.

About Our Building

Our multi-purpose building was completed in early summer, 1996. It is designed with the flexibility to accommodate a variety of events, programs, and activities. The building has an elevator and handicapped accessible restrooms.

The multi-purpose sanctuary holds services on Sunday mornings, but can also be used for concerts and other events that require a large space. It seats up to 300 and is equipped with a basic sound system and video projector.

Six classrooms are available in the Christian Education wing, five on the lower level. A nursery is also available on the lower level. Another classroom and our multi-use parlor are located on the sanctuary level. Each classroom can seat up to 15-20 people and is equipped with tables, chairs, tack boards and dry erase boards. The parlor/library can accommodate 50-70 people.

Group Responsibilities

Each group using the facilities of Good Shepherd Presbyterian Church is responsible for maintaining proper church decorum. Each group will provide for their own basic cleaning, leaving the room in the condition in which it was found, placing trash in the proper receptacles and turning off the lights. Thermostats should be returned to the levels where they were found.

Special Restrictions

Smoking, alcohol, drugs, weapons, pets and fireworks are not allowed in the building or on the grounds of Good Shepherd Presbyterian Church.

Security

Members authorized by the Building and Grounds Team of Good Shepherd Church to have a key and a security access code are responsible for locking the church building and setting the alarm at the conclusion of their event, unless another group is still utilizing the facility.

Members needing building access for a particular event must check out a key and receive a temporary security access code from the church office. The key is to be returned to the church office by the next business day following the event. Otherwise, arrangements must be made with the Building and Grounds Team to have the building unlocked and locked after the event.

The Kitchen

Church members with special permission to utilize the kitchen are required to thoroughly clean all appliances, counter-tops, and floors immediately following their event. All utensils, pots, dishes, and silverware used are to be washed and stored. Sinks are to be cleaned (scrubbed if necessary), and all trash is to be deposited in the dumpster in the lower level parking lot.

Rental Fees

Sanctuary/Multi-Purpose Room	\$ 500.00
Classroom Rental (per room)	\$ 50.00
Parlor/Library Rental	\$ 250.00
Custodial Services (sanctuary and parlor only).	\$ 100.00
Lower level to include kitchen & classrooms	\$ 200.00

Fees include the rental of the specified room, utilities, basic equipment (e.g. tables, chairs, coffee pots). A refundable damage/cleaning deposit of \$500.00 is required, in addition to the rental fees.

Please note that a separate policy and rental fee exists for weddings. Please contact the church office for that information.

All room fees are waived for members of GSPC, but a donation would be gratefully accepted to help defray the cost of utilities and maintaining the building.