



# Building/Facility Use Policy Page 1 of 3



## 1. Introduction:

Peace Lutheran Church is available for use by church members and non-church members, such as, service organizations, other churches, community ground, and city, county, state, and federal governmental agencies. It is the desire of this church to provide service to church members, non-church members and the community by sharing our facilities. In exchange for using the building, we ask you to contribute toward the costs of utilities, maintenance, and custodial supplies. The suggested donation schedule, approved by the Ministry Board, is listed at the end of this document.

Use of the building and facilities will be considered with the following priority:

- A. **Peace Lutheran Church** activities, programs, and church members
- B. **Disciple Churches** and Denominational Events
- C. **Other Churches**
- D. **Non-profit service groups**, e.g. Love INC, Salvation Army, Red Cross, Services, Boy/Girl Scouts, etc.
- E. **Other groups**, including: private weddings and funerals, service organizations, community groups, etc.

A calendar of scheduled events requiring building use shall be maintain in the church office for ready reference. All organizations and groups are required to submit an *"Building/Facility Use Request Application."*

Building use by **Peace Lutheran Church, LCMC Churches, and other churches** shall be scheduled, coordinated, and approved by the Ministry Board. Building use by **non-profit groups and other groups** will be scheduled through the Ministry Board for approval. If approved, the agreement will then be completed and signed. This procedure applies for all application for building and facility use, whether the request for use is for one time, weekly, monthly, or occasionally. Processing the application may take up to 30 days.

## 2. Time Limitations

Groups using the facility on a continuing basis will have their contracts reconsidered every six months. Renewal is at the discretion of the Ministry Board.

## 3. Obtaining Approval for Building Use

The process for obtaining approval for building/facility use is as follows:

- A. Obtain and read a copy of Peace Lutheran Church's *"Building/Facility Use Policy,"* remembering your responsibilities when you use the building/facilities.
- B. Fill out the *"Application for Building and Facility Usage"* and return it to the church office immediately together with the suggested donation. We recommend that a representative of the group look over the facility before making application. The Ministry Board will review the application to be sure it does not conflict with other plans and/or programs.
- C. The Ministry Board will receive the application and you will be contacted with the church's decision on usage, and any specific details concerning use, restrictions or arrangements. Please ensure the contact information is clearly stated on the application.

## 4. Responsibilities of Groups Using the Building/Facilities

- A. Your group **shall designate in writing one person** who will be responsible and be the contact person with the church. This person shall make arrangements for everything needed, such as , unlocking and locking the building.
- B. Unless otherwise specified, the group will take **full responsibility for set-up, take-down, and clean-up**, so there will be no additional work for our custodian. If the services of a custodian are needed, refer to the usage schedule for additional fees.
- C. If the group is meeting **during designated office hours** on weekdays, the building will be open and ready for your group. The group does not need to make arrangements for keys or locking up. Office hours are generally 8:00 a.m. to 4:00 p.m. Monday through Friday excluding legal holidays.



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- D. If the group is meeting **other than during office hours**, the contact person will need to arrange access to the building and space requested and do the following:
  - i. Be the first person at the church to show people where the group is meeting;
  - ii. After the meeting, make sure the area is completely picked-up and restored to the same condition as the group found it.
  - iii. Dispose of all garbage, recycling, and waste paper in the proper receptacles. Use large trash bags to transport all garbage outside to the dumpster and replace the trash liners with clean ones.
  - iv. Make sure no one in your group remains in the building following the conclusion of your activity.
- E. The Peace representative will be the last person to leave, who turns off **all lights**, except designated night-lights and makes sure **all doors** are locked and secured. The contact person for the group should be the last person, from the group, to leave ensuring all expectation of this agreement have been met.
- F. If there is a change in the group's meeting date and/or time, the contact person will call the church office **at least 24 hours prior** to the cancellation or postponement. Changes in dates or times will only be made if they do not conflict with activities at the church. No assurance can be given that a change will be granted.
- G. All youth activities must have adequate adult supervision. There must be at least one (1) adult for every eight (8) youths. Youths must limit themselves to their assigned areas only. Wandering through other rooms and moving into other areas of the building is strictly prohibited. Supervising adults are encouraged to periodically remind youth of these restrictions.
- H. The church will get in touch with the group contact person concerning the arrangements to be made at the church. Specific set-up requirements need to be noted on the application.

## 5. General Conditions for all Groups Using the Building/Facilities

- A. There will be **no alcoholic beverages** (without Ministry Board approval) **and/or illegal drugs** of any kind brought onto or consumed on the church property.
- B. There will be **no tobacco products** inside the church building.
- C. Tobacco products are permitted outside the church building in designated areas only.
- D. No rice, bird seed, confetti, glitter, etc. are allowed on the premises for weddings.
- E. Audio/Visual equipment must be operated by a qualified church member.
- F. Exterior doors cannot be propped open for any reason.

## 6. Rules Governing Use of the Coffee Area

All groups must contact the church staff for set-up and special needs.

All groups using the Coffee area are responsible for the complete clean-up of the entire area following its use. All dishes, glassware, pots and pans, cooking utensils, and silverware are to be washed, dried, and put away before leaving the church. All leftovers must be removed unless previous arrangement have been made with the Ministry Board.

## 7. Rules Governing Use of the Fellowship Hall and Classroom

Peace Lutheran Church groups and organizations musts contact church staff for set-up and special needs.

All groups/organizations are required to clean up the classroom area used when finished with their activities. If additional tables/chairs are used, they must be returned to the proper storage areas before leaving the building.

## 8. Execution of the Agreement

Approval of the use of the building/facilities covers only the stated group/organization and its members (collectively). No organization or individual (except Peace Lutheran Church has the authority to grant anyone else permission to use the building/facilities. Group/organization using the building/facility are to strictly observe the time schedule of hours agreed upon.

## 9. Failure to Fulfill Contract

Failure to Fulfill one or all of the sections of the "Building/Facility Use Policy" will result in the review and re-examination of the agreement with the group/organization entering into the contract.



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### 10. Facility Use Donation Schedule Guideline

The following is the suggested “Donation Schedule” for use of the facilities of Peace Lutheran Church by a group/organization based on normal usage of up to four (4) hours duration. The Ministry Board will negotiate requests for longer usage.

#### Requested Suggested Donation

- Facility Usage Fee (allowing 4 hours of usage) \$150.00
- Each Additional Hour (negotiable if known prior to the date of the event) \$50.00
- Serving Fee \$100.00
- Other Fees – contact the church office

Calculate your donation to Peace Lutheran Church  
*(Please make checks payable to: Peace Lutheran Church)*

1. Facility Usage Fee \$ 150.00  
*(facility usage fee waived for members)*
  2. Additional hour(s) (\$50 per hour) \$
  3. Serving Fee (\$100) \$
  4. Other Fees \$ \_\_\_\_\_  
*(contact the church office for other fees, such as, custodial, set-up, take-down, etc.)*
- TOTAL DUE** \$ \_\_\_\_\_ (put this amount on the application)

### 11. Additional Fees

The following fees are paid directly to the person(s) offering the service

- Pastoral Honorarium: Direct Payment to Pastor
- Church Piano/Organist: Direct Payment to pianist/organist