



Title: Peace Lutheran Facility Use Policy		Document No. PLC-P0007R03
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1. Facility Purpose Statement

The church’s facility is provided through God’s benevolence and by the sacrificial generosity of church members. The church desires that its facility be used for the fellowship of the Body of Christ and always to God’s glory. Although the facility is not generally open to the public, we make our facility available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church’s faith or moral teachings, which are summarized in, among other places, the church’s constitution and bylaws. Nor may the facility be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contradictory to the church’s faith or moral teachings. The pastor, or his official designee, is the final decision-maker on whether a person or group is allowed to use church facilities.

The restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church’s beliefs would be material cooperation with that activity and would be a grave violation of the church’s faith and religious practice. See 2 Corinthians 6:14; 1 Thessalonians 5:22.

Second, it is very important to the church that it presents a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church’s faith would have a severe negative impact on the message that the church strives to promote. It could also be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facility, the church is in agreement with the beliefs or practices of the persons or groups using church facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church’s faith use the church facility. Nor may the facility be used in any way that contradicts the church’s faith. This policy applies to all of the church facilities and property, regardless of whether they are connected to the church’s sanctuary because the church sees all of its property as holy and set apart to worship God. See Colossians 3:17.

2. Terms

Pastor – The pastor or official designee.

User/Users – Groups or persons requesting use of the facility, including all guests and members of their group.

Facility – The church building, the grounds, and all its equipment.

Members – Active members or attenders of Peace Lutheran.

Non-Members – Non-affiliated groups, visitors, or occasional attenders of Peace Lutheran.

3. Approved Users and Priority of Use:



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The pastor must approve all uses of the facility. Priority shall generally be given to 1) church functions and activities, 2) members of the church and their immediate families, and 3) organized groups that are part of the ministry. The facility will be made available to non-members or outside groups meeting the following qualifications:

- A. Users requesting facility use must affirm that their beliefs and practices and planned uses of the facility are in harmony with the church’s faith and practice.
- B. The user seeking facility use must be willing to take responsibility for the facility and must agree to abide by the church's “Facility Use Guidelines and Rules of Conduct,” as stated below and as described in any additional instructions by church staff or representative.

Important note: With most activities, we will schedule around already approved rentals. The one exception is funerals. A member's funeral will take precedence over all currently scheduled activities, including rentals.

4. Space Limitations

Except for weddings and funerals, facility rental only includes the Fellowship Hall (seating 96), the pantry and kitchen area, bathrooms, and outside property. Wandering through other rooms and moving into other areas of the facility is strictly prohibited.

Users may not set up outside tents without working with the church as sprinkler lines are running through the lawn. If this is disregarded and a sprinkler line is broken, the user will be financially responsible for the repair.

5. Time Limitations

Facility rental is available between the hours of 7:00 am to 10:00 pm. This includes time needed to set up and clean up. Office hours are generally 8:30 am to 4:00 pm Monday through Friday excluding legal holidays.

Groups using the facility continuously will have their contracts reconsidered annually. Renewal is at the discretion of the church.

6. Obtaining Approval for Building Use

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

- A. Obtain and read a copy of the “Facility Use Policy” remembering your responsibilities when you use the facility.
- B. The person listed on the “Facility Use Policy” will be the designated person who will be responsible for ensuring this policy is followed and be the contact person with the church.
- C. Fill out the “Application for Facility Use” form and return it to the church office immediately together with the fee. We recommend that a representative of the group look over the facility before making an application.
- D. The pastor will review the application and you will be contacted with the church’s decision on usage, and any specific details concerning use, restrictions, or arrangements. Rental is not formally secured until fee payment and deposit are made. Please ensure the contact information is clearly stated on the application. Rental is at the discretion of the pastor.



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This procedure applies to all applications for facility use, whether the request for use is one-time, weekly, monthly, or occasional. Processing the application may take up to 30 days. After approval, the church office shall inform the Ministry Board of all building use requests.

7. Fees

\$60 per hour with a \$180 minimum. The fee is waived for members.

\$200 deposit, which will be returned if the facility is cleaned, equipment returned to its original location, garbage is taken out, and no damage or theft is found. See section 8 L and P for more details.

The fee may be waived for non-profit organizations at the discretion of the Ministry Board.

Weddings and funerals have other fees associated with use. See those policies for more details.

8. Facility Use Guidelines and Rules of Conduct

- A. **Alcohol, Recreational Drugs, and Illegal Drugs:** There will be no alcoholic beverages, recreational drugs, or illegal drugs of any kind brought or consumed anywhere on the church property.
- B. **Tobacco Products:** There will be no tobacco products inside the facility. Tobacco products are permitted outside the church building. Tobacco product littering is not permitted.
- C. **Behavior:** Abusive or foul language, violent behavior, and drug and alcohol abuse are strictly prohibited while using the facility. Any person exhibiting such behavior will be required to leave the premises.
- D. **Games of Chance:** Gambling on church grounds is strictly prohibited.
- E. **Weapons:** Weapons are not permitted in the church building.
- F. **Youth Activities:** Peace Lutheran seeks to provide a safe environment for children and youth. Users are expected to follow the guidelines of this policy, including the following:
 - There must be at least one (1) adult for every eight (8) youth with no fewer than two (2) adults present at all times during any program or event involving children and youth 18 and younger.
 - Adult supervision is required at all times both inside and outside of the facility, including the parking lot.
 - Youths must limit themselves to their assigned areas only. Wandering through other rooms and moving into other areas of the facility is strictly prohibited. Supervising adults are encouraged to periodically remind youth of these restrictions.
- G. **Rice Tossing:** No rice, birdseed, confetti, glitter, etc. are allowed on the premises for weddings.
- H. **Decorations:** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.
- I. **Exterior Doors:** Exterior Doors cannot be propped open for any reason.



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- J. **Pianos:** The church pianos are not toys and should not be used as such. Only qualified musicians may use the pianos or organ.
- K. **Visual/Audio:** The visual and audio systems are available for use by request. The system must be operated by a trained member or staff and approved by the pastor. No other equipment may be attached to the church sound system without prior approval.
- L. **Breakage:** Users are expected to exercise reasonable care and judgment to prevent defacement, damage, or breakage. The User shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the facility which has been carelessly or irresponsibly subjected to more than normal wear and tear by the User. This also applies to landscaping, signage, and the parking lot.
- M. **Facility Property:** All church equipment, such as tables and chairs, dishes, glassware, serving utensils, etc., must be returned to their original placement unless arranged otherwise before the event. Church tablecloths are **not** available for use.

Facility Property will not be loaned, borrowed, or removed from church premises (including chairs, tables, dishes, serving utensils, etc.).
- N. **Food and Drink:** The User is responsible for providing food and drinks (including coffee) for their event. Any snacks, coffee grounds, creamer, sugar, etc., are the property of the church and may not be used by Users. Food and drink are only allowed in the kitchen/pantry area, Fellowship Hall, and outside. The User is responsible for cleaning any spills. All leftovers must be removed unless previous arrangements have been made
- O. **Security:** The User is advised to pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.
- P. **Facility Set Up and Clean Up:** 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. This includes weddings and funerals. Custodial services are not available. If the church is not cleaned and left in the same condition as it was found, the User will forfeit \$100 of the deposit. Users will:
 - Do a walk-through ensuring that:
 - The facility is completely picked up and restored to the same condition as the User found it (including outside grounds and parking lot).
 - The facility is clean (tables and counters wiped down and floors vacuumed, swept, and mopped as needed).
 - Garbage (including bathroom garbage) is disposed of in the outside bin, and garbage liners are replaced.
 - Any kitchen equipment that is used is washed and put away.
 - No one in the group remains in the facility following the function.
 - All lights are shut off and doors are locked.



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- Q. **Facility Supervision:** For all non-members, a member or staff of the church will remain on the premises during the rental. For ongoing rentals, this may be waived at the discretion of the Ministry Board. The member or staff will meet the designated contact at the church at the approved time, answer any questions, and be available to help with any problems that may arise. Following the event, the member or staff will do a walk-through with the designated contact ensuring that everything is cleaned, everyone is gone, lights are off, and doors locked.
- R. **Rental Changes:** 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 before the scheduled rental. 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.
- S. **Final Decisions:** In case of doubt or uncertainty about the application or interpretation of these regulations, or the customary practices not specifically mentioned, the pastor shall decide the matter, and the User shall abide by the decision or forfeit the use of the facility.

9. Execution of the Agreement

Approval of the use of the facility covers only the stated User and its members (collectively). No organization or individual (except Peace Lutheran Church) has the authority to grant anyone else permission to use the facility. Users using the facility are to strictly observe the agreed-upon schedule.

10. Failure to Fulfill Contract

Failure to fulfill one or all of the sections of this “Facility Use Agreement” will result in the review and re-examination of the agreement with the User entering into the contract and forfeiture of deposit.

11. Hold Harmless Agreement

The User of the facility agrees to hold Peace Lutheran Church harmless from all claims arising from User’s use, conduct, or management of the facility, grounds, or contents, including damage or theft of or to the facility, when such claims arise out of the acts of omissions of the User or usage by the User. User further agrees to hold the Church harmless from all costs, attorney’s fees, expenses, and liabilities incurred in connection with such claims. The User, represented by the undersigned, agrees to observe all existing Ministry Board policies and the “Facility Use Policy,” copies of which are the responsibility of the User to acquire. The User acknowledges the Church’s right to revoke the further use of the facility from the User without notice to the User. The User may not transfer, misrepresent, or abuse scheduling requests without written consent of the Church. The signature below indicates a guarantee by the signee that all users and families have been informed of and agree to the above, and to comply with the rules of usage as described in the church’s “Facility Use Policy.”



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Application for Facility Use
Please complete and return to the church office:

Name of Group or Organization: _____

Purpose of Facility Use: _____

Contact Person:

Name: _____

Address _____

City/State/Zip _____

Phone _____ Email: _____

Will food and/or beverages be served? ___ Yes ___ No

If "Yes", please describe food/beverage plans. (No alcoholic beverages permitted)

Date Requested _____ Hours Requested _____

Anticipated Numbers of Guests: _____

Fees

\$60 per hour with a \$180 minimum. The fee is waived for members.

\$200 deposit, write a separate check for deposit. The check will be returned if the facility is cleaned, equipment is returned to its original location, garbage is taken out, and no damage or theft is found.

The fee may be waived for non-profit organizations at the discretion of the Ministry Board.

Weddings and funerals have other fees associated with use. See those policies for more details.

Total amount due \$ _____

I, the User, have read and agree to the terms of the Facility Use Policy.

Signed _____ Date _____

Printed Name _____