

Christ's Evangelical Lutheran Church

Facility Usage Guidelines

(Revised February 2017)

I. **Mission**

The Mission of Christ's Evangelical Lutheran Church (CELC) is to further God's work in the world by preaching and teaching the Word of God and the administration of the Sacraments; by building the personal faith of its members, by using time, talents, and resources to communicate God's love through example; thus increasing congregational cooperation, fellowship and understanding, and providing positive service to all people in the community.

II. **Purpose**

All facilities of CELC exist for the purpose of glorifying God through worship, Christian education, fellowship, evangelism and service. Therefore, we declare the purpose of Christ's Family Life Center (CFLC) is to provide the facilities necessary to aid in the fulfillment of our mission. It is the desire of the entire congregation that CFLC be used to its fullest extent in support of all aspects of our mission, and that through the CFLC our congregation may better serve God and our community.

III. **General Policy**

- A. The fact that God has entrusted us with the facilities on the CELC grounds requires that all of our facilities, including the Church Sanctuary, Educational Building, Fellowship Hall, the CFLC and our grounds be used in the most effective manner possible, that they be applied diligently to the work of the Church, and that they be preserved for future use.
- B. The goal of these guidelines is to assure our facilities will be used to the glory of the Father, Son and Holy Spirit and in accordance with the wishes of the congregation while at the same time giving proper consideration to security and safety.
- C. All activities must be God-pleasing and must not violate the Word of Sacred Scripture in order to glorify God through worship, Christian education, fellowship, evangelism and/or service, thereby directly supporting the mission of Christ's Evangelical Lutheran Church.
- D. Facilities will be available for non-profit purposes to friends of the congregation and to community organizations whose goals are compatible with those of our church, provided there is a congregational sponsor (see IV.C. below).
- E. All activities must be requested in writing, scheduled in advance, and pre-approved through the Facility Use Committee with Church Council consultation as needed and as described in later sections.
- F. An adult who has read and accepted this policy must sponsor all non-congregational activities and be present for all activities. Acknowledgement of one's sponsorship must be in writing (see IV.C.).
- G. All activities must assure proper care, cleanliness and maintenance.
- H. If there is held on church grounds a "for-profit" event, 10% of the proceeds will need to be donated to CELC in order to keep our 501(c)(3) tax-exempt status as is required by the IRS.

IV. **Guidelines**

- A. Usage Priority.
This usage guideline is for all Christ's Lutheran facilities except the Nave/Sanctuary which, because of its sacred character, is not rented out. Use of facilities must be scheduled to avoid conflicts and with due regard to the following order of priority:
 1. Funeral Needs
 2. All other congregational needs
 3. Member needs
 4. Community needs

B. Facility Use Committee

General operations of the facilities will be under the direction of the **Facility Use Committee**. It is not the responsibility of the Committee to plan, coordinate, facilitate, or to sponsor any activities held in our facilities. The Committee's responsibilities shall include:

1. Assisting in scheduling and approval of activities.
2. Seeking the counsel of the Facility Use Committee and/or Church Council if uncertain whether or not the proposed activity is clearly identified as "God pleasing" and in accordance with the Scripture or when simultaneous requests for the same date conflict at the same priority level.
3. Working with each activity sponsor to assure proper care, maintenance, and cleanliness of all facilities and equipment.
4. Working with the property committee and janitorial service to assure proper maintenance, cleanliness and housekeeping of the facilities.

C. Sponsors

Church organizations and/or members requesting use of CELC facilities shall have an official sponsor. (The leader of any congregational group is considered the "sponsor.")

1. A sponsor will be an adult active member (age 21 and up).
2. The sponsor is responsible for
 - a) being onsite at all times during the facility usage
 - b) obtaining a key (and returning it)
 - c) unlocking and locking the building after use.
 - d) being sure lights are off and heat/air is set properly when leaving
 - e) the actions of the group
 - f) housekeeping and cleanliness (including laundering table linens if used and then returning them within 72 hours)
 - g) proper use of all utilities, appliances, tables, chairs, etc.
 - h) the return of all equipment to its appropriate storage location
 - i) any damages incurred during use.
3. An official checklist for care of the CFLC will be posted to assist sponsors and sponsors agree to assure all items are completed
4. If property damages or personal injuries occur, the sponsor will contact the Facility Use Committee Chair immediately. (If they are not available, contact the Council President). Any damages to church property will be repaired by an independent contractor of the church's choosing. At the discretion of the Church Council, fees for repairs may be billed to the sponsor, who may in turn seek reimbursement from participants.

D. Reservations

1. Weddings: if scheduling a wedding, also see separate guidelines. Weddings must be scheduled through the Pastor AND through the Church Office for facilities to be used.
2. No special approval is required for regular church activities/groups. Completing a Facility Reservation Request Form is required to assure a specific facility has not already been assigned.
3. All reservations must be in writing to the Facility Use Committee by completing an application before a reservation is confirmed. Reservations can not be made for anyone over the telephone. All applications must be filled out in writing before the reservation is confirmed by the Facility Use Committee.
4. All reservations for facilities scheduled for CONGREGATIONAL and MEMBER activity use will be made through and maintained by the church secretary in the church office.
5. Where conflicts occur, the Facility Use Committee Chair will make a decision or will determine if the Facility Use Committee or Council should be consulted for a decision. The Church Council has final say for conflict resolution and usage approval.
6. Reservations will follow the order of priority and, if of the same priority level, will be on a first come, first served basis.

7. Deadlines for Reservations:
 - a) Due to priority usage, members should request use at least 30 days in advance.
 - b) Except for weddings, reservations will not be confirmed more than 6 months prior to the event.
 - c) Although reservations may be confirmed 6 months in advance, **reservations, even when confirmed, will still be subject to cancellation by use of a higher priority, in particular, the Order for Christian Burial.** *Every effort will be made to avoid canceling reservations within 30 days of the scheduled event.*
 - d) EXCEPTIONS: to limit possible conflicts with congregational planning, reservations may be requested but may not be confirmed more than 60 days in advance during these periods
 - (1) the week before and the week after The Feast of Christmas
 - (2) Thanksgiving Day
 - (3) during Lent (Weddings will not be performed during the Easter Triduum)
 - (4) Easter Sunday
 - (5) Sunday and Wednesday evenings after 6:00 p.m.
 - e) There may be “black out” dates when only the congregation will be allowed to use the facilities on an annual basis such as VBS week, Homecoming, Thanksgiving, Social Ministry dinners, etc.
 - f) The Facilities Use Committee Chair, Pastor or Council may substitute suitable facilities for those requested or reserved in order to resolve use conflicts.
 - g) Reservations should be canceled through the church office at least 7 days in advance of the event.
8. All reservations will be noted on the church secretary’s calendar with the following information:
 - a) the sponsor’s name
 - b) date/time of the activity
 - c) purpose of the activity
 - d) which facility is requested
9. Congregational events
 - a) Congregational events have highest priority and will be scheduled with as much advance notice/planning as possible.
 - b) The leader of the church group becomes the “sponsor” and is responsible for the group’s care of the facility (see IV.C.)
10. Active Members
 - a) There will be no charge for use of the facility by our active members as long as care is taken to leave everything clean, items are returned to their proper storage areas, and there is no damage to the property. An “active member” is defined by the Constitution of CELC. A donation is suggested to offset the cost of utilities.
 - b) Non-church related member activities must follow the usage guidelines and be in accord with the Mission and Purpose of our facilities. Activities are subject to approval by the Facility Use Committee Chair, Facility Use Committee and/or Church Council.
 - c) The member requesting use of the facilities will be the “sponsor” of that event.
11. Non-members/Community organizations

The Pastor, the Facility Use Committee Chair, the Facility Use Committee and/or the Church Council may approve related community, other church and/or private activities on a case-by-case basis. The Facility Use Committee is responsible for facilitating the request of an outside group.

 - a) Requests will be made through the Facility Use Committee prior to receiving approval.
 - b) The group must have an adult sponsor (see IV.C.)

- c) There will be a reservation and usage fee as outlined on the reservation form. This must be paid by check (for record purposes) at the time the request is made. The fees will be returned if the usage is not approved.

E. Age Requirements

1. For our facility uses, an adult is defined as age 21 and over.
2. There will always be a responsible adult sponsor present during all activities for adequate supervision.
3. The following minimum ratios are suggested for events involving children:
 - a) Preschool children and younger: 1:10 adults to children
 - b) K-12: 1:15 adults to children

F. Operating Hours

1. All activities should end by 10:00 p.m.
2. Extended hours may be approved on a case by case basis.

G. Equipment/Property usage

1. The phone line is for church office use and should be used for only brief personal calls as necessary.
2. Operation of the kitchen shall be in accordance with the posted Kitchen Committee rules. Only members of the Kitchen Committee, or person trained by that Committee, are allowed to operate the kitchen facilities.
3. All cooking or food preparation will be done by adults or the supervision of an adult trained by the Kitchen Committee and who is present.
4. If furniture is moved, the sponsor (or *leader* if a church group) will be responsible for moving it back to its proper place. Please leave it like you found it, or BETTER than you found it. The CFLC will be left with all furniture in the gym area stored in the storage room.
5. All equipment is to be used only for its intended purposes.
6. Sound or electronic music equipment may only be used/set up by technicians approved by the Music & Worship Committee.
7. Sponsors/leaders are responsible for laundering kitchen dishcloths and returning them.
8. Only members may use table linens and they must note it on the reservation form. Table linens must be laundered and returned within 72 hours of use. Notify the church secretary when they are returned and the secretary will initial the reservation form confirming their return.
9. Members having private functions (such as showers, family parties, etc.) and non-members using the facility will provide their own paper products for meals and should not use those provided by and for the congregational family.
10. No equipment, pots, pans or bowls are to be removed from the kitchens.

H. General Rules/Behavior

Persons or groups using our facilities are expected to comply with all posted rules and regulations. Rules apply to all facilities unless particularly assigned to one area and include but are not limited to:

1. Unauthorized entrance into the CFLC may result in the suspension of privileges for all parties involved.
2. No activities will be allowed in the CFLC or on the fields during regularly scheduled church activities (such as during Sunday School or Worship Services) other than those planned for congregational purposes.
3. Participants should remain in the areas in which the group or activities are taking place. Free access is not allowed to all sections or all buildings (Nave, Offices, Education areas, etc.)
4. No illegal firearms, substances, or any alcoholic beverages will be allowed anywhere on church grounds. Tobacco and vaporized smoking devices will be allowed outside only.

5. Abusive language and fighting will not be tolerated anywhere in our church home. Recreational participants are reminded our primary interest is to glorify Jesus Christ and are asked to conduct themselves with high Christian standards. There will be no profanity, coarse or vulgar talk, or taunting of others. Those who do not comply with this will be asked to leave.
6. Rough horseplay is not allowed. No running or jogging in the halls.
7. Appropriate dress is required. Clothing with slogans or advertising not compatible with Christian principles will not be allowed.
8. To avoid damage to the windows and ceiling, no balls may be kicked or hit with a bat in the CFLC.

9. No pets are allowed inside the facilities with the exception of Service Animals.
10. Lost and found items may be claimed in the church office for up to 4 weeks. After 4 weeks, unclaimed items will be donated to charity.
11. After meal events, remove all leftover food from the refrigerator. Send it home with people or discard it.
12. Trash must be removed and taken to outside bins after each meal event.
13. All overnight lock-ins must give a definite schedule of events to the Facility Use Committee at least one week prior to the scheduled date. The group holding the lock-in will establish lock-in rules.
14. When not in use, all facilities will remain locked.

I. Discipline

1. All persons or groups who use our facilities are expected to comply with all posted rules and regulations. Willful violation of any rules, policies, procedures or regulations could lead to the loss of eligibility to participate as determined by the sponsor or church group leader.
2. Participants are expected to show the church group leader (if a congregational group event) or the sponsor (if a non-member or community event) respect and are asked to follow their direction.

V. Liability

- A. The use of the facility and all equipment will be at the risk of the participants.
- B. Christ's Lutheran Church does not assume liability or responsibility for any participant as stated on the Reservation Request Form and signed by the sponsoring member.
- C. Participating groups WILL BE responsible for any damage occurring during their use (see IV.C.)
- D. Christ's Lutheran Church does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures or furniture.

VI. Miscellaneous

Any items not covered in this policy are subject to interpretation of the Church Council.

**Christ's Evangelical Lutheran Church
Facility Reservation Request Form**

This Facility Reservation Request Form should include both the fee schedule and the signature form and should be distributed together to potential users. ANYONE wishing to reserve Church facilities should complete a Facility Reservation Request Form.

Process for reserving facilities:

- 1) This application form is to be completed by any individual/organization wishing to use any facility.
- 2) Present this form to the Facility Use Committee. No reservation will be confirmed without this completed form and the signature of the church leader/sponsor.
- 3) Facility Use Committee will review and contact you.
- 4) If unable to approve due to conflict with guidelines the Facilities Use Committee Chair may reject the application.
- 5) If unable to interpret the guidelines, the Facility Use Committee Chair will present the application for review to the Facility Use Committee, if the Facility Use Committee is unable to interpret the guidelines, the Facility Use Committee will present the request to the Church Council.
- 6) Early "set up" requests will be reviewed on a case by case basis.
- 7) Reservations will follow the order of priority and if of the same priority level, will be on a first come, first served basis.

If applicant disagrees with Facility Use Committee's decision:

- 1) They may request to review the decision with the Facility Use Committee Chair.
- 2) If there is still a disagreement, after step 1, they may re-present their case to the Facility Use Committee.
- 3) If still unresolved, they may present their case to the Church Council.

FEES

NON-MEMBERS/COMMUNITY USE:

1. There will be a cleaning deposit PER BUILDING (refunded if facilities are left clean)
2. There is a usage fee for non-members PER BUILDING (*refundable if event is cancelled 1 week in advance*).
3. If facilities **are not left clean** (by either members or non-members), the group sponsor may be billed by CELC for cleaning required. (*Note to non-members who have put down a cleaning deposit: the actual fee charged by the janitorial service could exceed your deposit*).

Fees are listed for non-member/ community reservations and must be paid by check to the church office at the time the reservation is made.

Date(s) Reserved	Facility Requested	Usage fee (Non-members)	Cleaning Dep. (Non-members)
	Fellowship Hall (w/ Kitchen)	\$125.00	\$125.00
	Christ's Family Life Center (w/kitchen)	\$500.00	\$250.00
	Family Life Center Small Room (w/kitchen)	\$150.00	\$150.00
TOTAL FOR RESERVATION			

1. An event by/for Church members will not require payment for facility usage but will be responsible for facility cleaning. Members and/or non-members can contract with the Church's janitorial service for clean up prior to submitting the Facility Reservation Request Form, in lieu of paying the cleaning deposit
2. Groups with some church members involved but not a "church related function" and being a "God pleasing" non-profit event, will be told that there is not a charge but donations to offset expenses would be appreciated.
3. Non-members/community use should pay the full amount shown in the revised Facility Reservation Request Form chart.
4. A fee of \$25.00 for members and \$50.00 for non-members is due before or upon receiving a key for any of the church's facilities. This fee will be reimbursed after returning the key to the Church Office.

MEMBER RESERVATION:
 Group: _____
 Sponsor: _____ Phone Number: _____

NON-MEMBER RESERVATION: Is this an officially non-profit organization? Yes No
 Group: _____ Mission/Purpose of Organization: _____
 Congregational Sponsor _____
 Group Leader/Contact : _____ Phone Number: _____
 Address to return cleaning deposit _____

Event information:

Facility requested: _____

Type/purpose of Event: _____

Date(s) requested: _____

Time(s) requested: From: _____ To: _____

(Include time needed for set-up, event itself, and tear down and clean up)

Number estimated to be in attendance: _____

Equipment needed: (note guidelines policy if linens are used): _____

Secretary Initial if Linens were used, washed and brought back: Initial: _____ Date: _____

Agreement and Release of all Liability

- I have read the Facility Use guidelines and this Reservation Request Form and will abide by these policies.
- I understand that failure to abide by all policies and procedures could result in loss of use of the facilities as well as loss of all monies paid.
- I understand that I am totally responsible for myself as well as all guests that attend the activity.
- I understand, agree to, and will be responsible for the facilities being left in the condition in which they were found (or better if possible).
- I understand that I am responsible for all damages that might occur.
- As a responsible party for my group, I release Christ's Evangelical Lutheran Church from any liability incurred during the above usage.
- *FOR NON-MEMBERS:* I understand the total usage fee and cleaning deposit are due in full and by check 30 days prior to the event.

 Signature of Sponsor (see Facility Usage Guidelines IV.C.) Date: _____

Review of Request by Christ's Evangelical Lutheran Church

Approved by _____ (signature)

Not Approved by _____ (signature)

Reason not approved: _____

Sponsor Contacted w/confirmation (see **Reservations IV.D.**): ____/____/____ by _____

\$ _____ usage fee received on ____/____/____ \$ _____ usage fee returned on ____/____/____

\$ _____ cleaning deposit received on ____/____/____ \$ _____ cleaning dep. returned on ____/____/____