



FIRST LUTHERAN CHURCH BUILDING USE & EQUIPMENT POLICY

~updated 3/17/2022~

We are God's Children Opening Doors...

*Inviting all people into a relationship with Jesus Christ; **Equipping** them through growth in faith and **Sending** them out to serve all of God's creation.*

Building Use Philosophy: Since it is First Lutheran's mission to Open Doors to invite all people into a relationship with Jesus, equip them to grow in faith and send them out to serve all of God's creation, the use of our beautiful facility should enhance this ministry. The goal of the building use policy is to clarify expectations, set boundaries, enhance communication and allow for mutual respect of all parties involved.

FOR SPECIAL / SOCIAL EVENTS & MEETINGS

DEFINITION: A special, social event is when a member or group schedules an event such as an open house for a birthday, anniversary, wedding or baby shower, piano or graduation open house, regardless of membership status. Meetings are such groups like AA, Al Anon, Bible Studies, Boy or Girl Scouts etc.

GENERAL RULES:

1. There will be no use of alcoholic beverages in the church building or on the grounds.
2. No smoking is allowed inside and near exits.
3. Responsibility for any breakage or damages lies with the individual / group who reserved its use.
4. There must be a designated leader who will be present throughout the event.
5. **TIME** – A clear, set agreed upon time frame for the building use will be maintained.
6. **SPACE** – the group / function will utilize only that part of the building agreed upon.
7. **CLEAN UP** – It is expected the church will be left the way it was found in terms of cleaning, chair arrangement, equipment, etc. Lights must be turned off, doors securely locked (unless custodian or event coordinator is on duty).

A. **DEPOSIT:** A \$50.00 (Wedding Only) deposit is required to reserve the date. The deposit is refundable following the event if all expectations are met. This deposit fee should not be deducted from any other fees.

B. **BUILDING & USAGE FEE:** Inquire with the office.
*Weddings: please see wedding information sheet

C. **EVENT COORDINATOR:** \$100.00

An event coordinator is required when:

1. A group does not have a person who is familiar with our Kitchen Equipment here at First Lutheran Church and wants to use the Kitchen space.
2. An event requires someone to be here to unlock & lock the facility and help monitor the event.

D. **KITCHEN:** (If the Kitchen is used more than just storing & serving the food, you will need an Event Coordinator present)

1. Making coffee and other beverages (please supply your own)
2. Cooking: All food must be cooked at a different venue. (Cannot cook food at FLC)
3. Use of dishes, Utensils (please hand wash dishes and leave by window to be run through dishwasher at a later time if no Event Coordinator is present)
4. Use of Paper Products (please supply your own)
5. Microwave: (No Microwave available at this time)
6. Use of dishwasher (do not use unless Event Coordinator is present)
7. Garbage (please tie up all garbage and bring out to dumpster in parking lot)

E. **ROOMS AVAILABLE:** (Must be scheduled with the office to assure availability)

DINING ROOM, SANCTUARY, CONFERENCE ROOM, LIBRARY, MULTI-PURPOSE ROOM, REC ROOM, CHAPEL / LOUNGE, SUNDAY SCHOOL ROOM

F. ITEMS AVAILABLE FOR USE: Circle Items needed:

- 1. Podium
- 2. Microphone
- 3. Overhead projector
- 4. TV
- 5. Screen

- 6. Piano
- 7. Additional Table & Chairs
- 8. Kitchen: list equipment needed:

No Charge for additional rooms or items when there is no additional set up or clean up required. However, all donations are appreciated.

WHO DETERMINES ACCESS TO THE FACILITY?

The Support Ministries Coordinator will determine if the church facility is available according to the church calendar and pencil in the event on the church’s main calendar IF the event meets the stated mission, philosophy and guidelines determined by the church’s governing body. If there is any question, the Coordinator will confirm later.

FORMS:

A building use form is to be completed. The purpose of this form is to:

- ❖ Reserve the date, time and space; collect the deposit (if applicable: see office)
- ❖ Responsible party - Contact
- ❖ Determine equipment usage
- ❖ Establish any fees to be paid and communicate expectations
- ❖ Set up needs

I have read, understand and agree to First Lutheran’s Building Use Policy

(Name)

(Date)

Deposit – \$50.00 (if it applies)

Check No. _____

Date of Event: _____ Room(s) needed: _____

Time of event from _____ until _____

Room needed from _____ until _____
(include time for set-up and clean-up)

Regularly Scheduled meetings: Dates/Days of weeks _____ Times: _____

Request made by: _____ Organization: _____

Event: _____ # of people expected: _____

Contact person: _____ Phone #: _____

Event Coordinator: _____ Phone #: _____

Custodian Needed Y N Fee: _____

Set-up needed:

Who is locking up? _____ Key check-out: yes Label: _____ Date out _____ Date In _____

Employee Collecting Form: _____

T-Drive, Building & Maintenance, Building Use & Equipment
Policy 2021