

Emmanuel Lutheran Church
Building Use Policy
Effective 11/04/2015

General Guidelines:

The purpose of Emmanuel Lutheran Church's (ELC) facility is to house and encourage ministry. Our understanding of ministry is articulated in the congregational mission statement:

"We believe the mission of the church is to preach the Gospel and make Disciples of Christ to do his will"

(ELC website, 2015)

At no time shall any of the properties of ELC be used for purposes which contradict this mission statement or are unbecoming a place of Christian worship.

The use of ELC's facilities shall be under the jurisdiction of the Church Council administered by the Building & Grounds Committee

Priority for building use will be given to congregational events - worship services, meetings and activities of the congregation and its auxiliaries. Priority is then generally given to church members.

In general, the use of ELC building is only free to members' for non-profit purposes. Charges are generally in the form of deposits against the property's risk and are returned to applicants on the date as specified in the Building Use Application (Appendix A). Charges may be required for alterations of existing use (e.g. setting up or moving tables and/or chairs), changes in practices (e.g. increased heating/cooling costs), or additional janitorial services that may be needed (e.g. cleaning rooms). The amount of the deposit will be determined by the Building and Grounds Committee Chair in consultation with the committee.

Use of the Church facilities generally requires a deposit. Amount of deposit will be specified on the Building Use Application, will be based upon intended use of facilities and be determined by the Building and Grounds Chairperson. Building Use Applications are required to be submitted to the Building and Grounds Committee a minimum of 30 days prior to the first use.

ELC members who have keys and/or access codes to the Church do not have permission to use the facilities without obtaining approval as outlined in this Policy. Use of the Church by members requires completion and sign-off of Facility Closing Checklist (Appendix B). Only members are permitted to close and lock the Church. Any* use of the Church by non-members requires a member present for completion and sign-off of Facilities Closing Checklist.

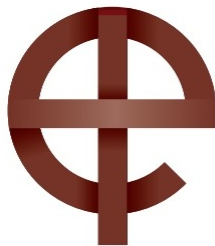
Wedding and Funeral policies must be followed if applicable.

Use of Church mailboxes are to be limited to Church related materials.

No tacks, pins, nails, glue, or tape is to be used on the pews, walls, windows, doors, ceilings or other pieces of furniture.

No equipment (e.g. tables, padded chairs, audio/visual, computers) are to be loaned for use outside of ELC property.

**exception to requirement for presence of an ELC Church member may be approved by the Buildings and Grounds Committee*



Facility Use Policies:

Scheduling and Approval Process: Those groups who use space on a regular basis must renew their agreement annually through the Church Council. As renewals occur, the Church calendar will be updated to minimize conflicts.

All rooms are reserved on a first-come, first-served basis. In general, ELC members will have priority over non-members. To reserve a space, contact the Church office as soon as possible to fill out a reservation form, preferably at least 30 days in advance of use.

Facilities are generally not available for use on:

Sunday mornings
Holy Week (Palm Sunday through Easter)
Wednesday nights during Lent, Advent, Christmas Eve Day, and Christmas

Phone Use: Phones in the kitchen and activity areas are available for local calls only

Multiple Use Policy: There is the possibility that there may be more than one activity happening at ELC at one time. Reserving a space does not reserve the whole facility. All attempts will be made to ensure the success of your event in the midst of other activities.

Alcohol: Unless specifically approved by the Church Council, no consumption or possession of alcoholic beverages is permitted on Church property at any time. Exceptions are wine for communion.

Smoking: No smoking shall be permitted inside any ELC building or on ELC grounds.

Keys: At no time may keys to any of ELC facilities be duplicated by anyone other than authorized ELC personnel. ELC members who have keys and/or access codes to the Church do not have permission to use the facilities without obtaining approval as outlined in this Building Use Policy.

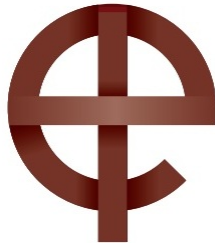
Unlocking and Locking the Facility: The reservation form will indicate when the space is to be unlocked and when the event is to close. Building use requires completion of Facilities Closing Checklist as specified in this document.

Children: All youth groups (high school and under) must be accompanied by adults approved by the Church staff. ELC reserves the right to deny applications for any concerns regarding the safety and/or adequate supervision of children.

Heating/Cooling: Thermostats must not be put on "hold". If adjusted, thermostats must be returned to normal settings.

Cleaning: Turn all lights off when leaving. Rooms must be returned to their original arrangement. In general, please be considerate and follow these general guidelines:

- Tables and chairs are to be put back in place if they are moved;
- Table tops and counters should be cleaned with wet cloth and dried;
- Clean-up of the kitchen (sinks, cabinets) is the responsibility of the event organizers;
- Trash should be placed in the proper receptacles;
- Clean-up of kitchen (sinks, cabinets)
- Facilities Closing Checklist to be completed by an ELC member



APPENDIX A

ELC APPLICATION FOR BUILDING USE

Contract

A. In signing this contract to use facilities of Emmanuel Lutheran Church, I accept and agree to the conditions as outlined in the Building Use Policy and will respect Church property.

Applicant Signature: _____ Date: _____

Print Name of Signatory: _____

B. In signing this contract, Emmanuel Lutheran Church offers a clean and properly set-up space for the scheduled event. We pledge our total commitment in everything we do to make your event pleasant and joyful.

Council Representative Signature: _____ Date: _____

Print name and office or Council Representative: _____

A reminder that this contract is not valid until the Church Council Representative has signed above.

Signature of ELC Building and Grounds Chairperson Date: _____

Amount of Deposit: _____ Date Deposit Received: _____

Targeted Deposit Return Date: _____

Amount of Deposit Returned: _____ Date: _____

Deposit Returned to (Please sign): _____ Date: _____

Checks and/or deposits should be made payable to Emmanuel Lutheran Church two (2) weeks prior to the event and given to the Buildings and Grounds Chairperson

APPENDIX B

EMMANUEL LUTHERAN - FACILITY USE CLOSING CHECK LIST

EMMANUEL LUTHERAN - FACILITY USE CLOSING CHECK LIST

SANCTUARY:

- _____ After 2nd service **LOCK** both exit doors. Rear exit alley door has (2) dead bolts and (1) push button lock. The parking lot door has a (1) thumb turn lock. Leave blinds partially open.
- _____ Turn **OFF** SACRISTY light switch and SANCTUARY light switch.
- _____ Thermostat has been programmed to return to a normal week day schedule – nothing needs to be adjusted.

FELLOWSHIP:

- _____ Turn **OFF** WOMEN's rest room light switch.
- _____ Turn **OFF** KITCHEN light switch.
- _____ Turn **OFF** all CLASSROOM lights, including upstairs classroom.
- _____ MEN's rest room light should be set to "automatic" and no action needed.
- _____ Mechanical room light should be set to "automatic" and no action needed
- _____ Turn **OFF** SECRETARY OFFICE light switch
- _____ Ensure that dead bolts are secure on ALLEY DOOR in KITCHEN and the ALLEY DOOR in MECHANICAL ROOM.
- _____ Thermostats have been programmed to return to a normal weekday schedule - nothing needs to be adjusted.
- _____ Turn **OFF** MAIN LIGHT SWITCH located on the wall next to the secretary's office.
- _____ **SET SECURITY ALARM** to arm system prior to exiting the facility. LOCK the exterior door as you leave. If using the building key from office, return key to manila envelope and push through mail slot to return key to building.

Check list completed and signed by _____

Date _____