

# Our Savior's Lutheran Church

## Use of Facilities Policy

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*Our Savior's Lutheran Church – Connecting Faith to Everyday Life*

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Our Savior's Lutheran Church welcomes the use of its facilities by Our Savior's Lutheran members and other groups who support the mission of the congregation. The use of our building becomes an extension of our mission through worship, education, service and fellowship. The facilities and equipment policies have been developed to aid the members and staff of the congregation in conducting these programs.

### USE OF CHURCH FACILITIES

- All church activities shall have priority over non-church activities in scheduling the use of the facilities and equipment.
- Non-church related activities may be scheduled when space and equipment are available, but subject to the provisions as stated in this policy.
- Fundraising is limited to Our Savior's Lutheran Church only unless approval is granted by the Executive Committee.
- We desire to keep our facility welcoming and tastefully decorated. Vending and Fundraising activities will be limited to approved-locations. These activities will not be conducted in the Celebrate Center or the Sanctuary.
- Smoking, alcohol and illegal drugs are absolutely prohibited.
- Our Savior's Lutheran Church staff or member will act as monitor or host when non-church related activities are scheduled.
- The staff or approved volunteer will assist individuals in the kitchen if equipment is used, ie: dishwasher, ovens, etc.
- Access will be limited to the reserved space and restroom facilities.
- Church property in the form of audio visual equipment, tables, chairs, dishes, silver, etc. may not be taken from the church for use by a member or applicant.
- The church reserves the right to withdraw or modify a previously granted permission in the event that the space in question is needed for a church activity or program. In such cases the organization will be given as much advance notice as possible and all deposits will be refunded.
- Any activity that would cause damage to the facility is not allowed.
- Any activity or event that would allow, promote, or include the use of alcohol, drugs, or smoking is not allowed.
- No red beverages are allowed.

### PRIORITY FOR USE OF CHURCH FACILITIES

The scheduling of church facilities shall be done on the following priority basis:

1. Regularly scheduled church activities
2. Church-related activities (weddings, support groups, etc.)

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3. Non-church related activities, ie: sports activities, non-profit organizations, etc.
4. Others--must meet the Christ-Centered focus of Our Savior's Lutheran Church

### SCHEDULING

All usage of Our Savior's Lutheran Church meeting rooms/facilities shall be scheduled through the Office Administrator when needed. The church office administrator will maintain a master calendar of events. Non-church activities will be required to secure the approval of the Director of Hospitality with further consultation with the Business Administrator, Senior Pastor and Executive Council when necessary before being placed on the schedule. Our spaces are multi purpose and in order to make use of all space available and make the most resourceful use of space, we reserve the right to schedule events/activities in the most appropriate room. All events (unless an overnight event) must end by 10:00 p.m. in order for the custodians/ Augustana security to lock the building. The organization or individual making the application must assume the responsibility and liability for injury to persons or damage to property. Outside groups wishing to schedule the Recreation Center (Gym) for recreational activities need proof of insurance liability coverage listing Our Savior's Lutheran Church or sign a liability waiver.

### ROOM SET UPS/CONTRACT

A form for room set up and equipment needs for special events must be completed by the contact person and turned in to the Director of Hospitality as soon as the event is scheduled. The Director of Hospitality will call the contact person for the event and secure all needs for the event and request room fee with signed contract mailed to the church. Other expenses for the event will be billed by the Business Administrator after the scheduled event.

### FEE SCHEDULE

Fees for use of the church facilities have been determined to cover the cost of operation, staff time, and building overhead. Damage to church facilities or grounds will be paid for in full by the outsider group and the security deposit, if required, will be applied toward this amount. The following fee structure shall be used in determining the cost of using facilities:

1. Regular church activities will not be charged a fee.
2. A contact person must be present for all outside events at the church where a responsible church member is not present.
3. Weddings and funerals will need to refer to their respective guidelines.
4. Non-church related activities or non-profit groups requesting use of facilities shall be charged per the attached fee schedule.
5. Other groups requesting use of facilities shall be charged per the attached fee schedule.
6. Church-related groups staying overnight will follow a separate contract agreement (see attached)

7. A deposit of \$50.00 is requested for all church member scheduled activities (ie: gym use, birthday parties, theatre use, retirement parties, anniversary parties, etc.) and will be returned after the event and the custodial staff approves the cleanliness of the room based on the clean up guidelines given to the member for the specific room reserved.
8. Refunds will be mailed to the contact person after the custodial staff has determined that the cleaning checklist requirements have been satisfied.

### CLEANUP

Equipment must be returned to where it was found, all tables and chairs must be wiped down and returned to their setup location (a layout of the tables & chairs will be posted in the space), trash and garbage must be put into garbage receptacles, materials put neatly back where found, and all lights, stoves, electrical equipment must be turned off and/or unplugged.