

## Good Shepherd Lutheran Church Facilities Use Policy

In the spirit of serving God and others by making a positive impact in the community, Good Shepherd Lutheran Church offers its facilities for use by members and outside organized groups.

### **Scheduling**

Requests to reserve/use the facilities or equipment are processed on a first come, first served basis within the following priorities:

- Good Shepherd Lutheran Church events and activities
- Church members
- Outside groups
- Funerals take precedence and events may need to be rescheduled

The church is unavailable to outside groups on Wednesdays and Sundays so that Good Shepherd Lutheran Church worship and events may take place without scheduling conflicts.

All meetings, activities and church equipment usage are scheduled with the Church Administrator by completing a Facility Use Request form. Forms can be emailed to the main group contact or picked up in the church office. A fee schedule will apply.

Reservations are considered tentative until a request form is approved and security deposit (if required) is received. Once approved the reservation will be placed on the church calendar.

Organizations that meet regularly may make reservations one year at a time. The church calendar runs from September to August for scheduling purposes.

### **Facility Use Guidelines**

To ensure that Good Shepherd Lutheran Church remains a safe and enjoyable place for groups to gather, the following guidelines are enforced:

1. The Sanctuary shall be respected as a place of worship and shall be restricted to appropriate usage.
2. The conduct of all persons attending programs is expected to be respectful of the property at all times.
3. Activities and programs are limited to the space that is assigned.
4. Noise and activities should be kept at reasonable levels
5. Groups are expected to clean up after meetings and leave all rooms, tables and chairs as they found them. Garbage should be disposed of in cans with liners. Dumpsters are located in the back of the church.

6. Groups may temporarily secure posters or decorations to walls using masking tape only in the room that they have reserved. No tacks, nails or other items that would leave permanent marks are to be used.
7. Security deposits will be returned after room use if the room is properly cleaned and there is no damage to the facility.
8. Children are to be supervised at all times.
9. The user will be held responsible for any damage done to church property associated with their event. Damage should be reported to the Church Administrator or Facilities Coordinator as soon as possible by contacting the church office.
10. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
11. Programs in the sanctuary that require the use of the sound system must have a church sound technician on duty. This service will include an additional charge.
12. If use of the sanctuary piano is requested, the piano is not to be moved unless the group agrees to pay for it to be tuned after use.
13. The following items are not allowed in or on church property: alcohol, tobacco products, controlled substances/drugs or anything that would distract from a welcoming atmosphere. Smoking is permitted outside well away from church entrances. (or in designated smoking areas)
14. Kitchen equipment needed must be noted on the Facility Use Request Form. Training in the use of the commercial appliances must be arranged with the Facilities Coordinator prior to the event.
  - a. Groups must provide all their own supplies, including paper products. Church supplies are not to be used.
  - b. Dishes, towels, pans, coffee services or other kitchen equipment are not to be removed from the building.
  - c. Equipment that does not work properly should be reported to the Church office.
  - d. All equipment and surface areas must be thoroughly washed before leaving.
15. Lights should be turned off when activities are completed and the room is cleaned.

### **Building Security**

To ensure the safety of church employees, members and those who use the facilities, the church will be locked unless staff members are present. The church will be unlocked at 8:00 a.m. by the first staff member entering the building and locked as soon as evening events are finished.

The front door will remain unlocked during office hours. The back doors will be locked unless worship or other church activities are taking place.

## **Fees**

To cover the cost of utilities and custodial services, a fee structure will apply. A security deposit of \$50 for use of the sanctuary, fellowship hall or kitchen is required at the time of reservation.

| <b>Room</b>             | <b>Member</b>                                 | <b>Non-Member</b>                                  |
|-------------------------|-----------------------------------------------|----------------------------------------------------|
| Sanctuary               | \$150                                         | \$300                                              |
| Fellowship Hall         | \$125 up to 4 hours<br>\$25/hour thereafter   | \$250 up to 4 hours,<br>\$50/hour thereafter       |
| Kitchen                 | \$50 food prep & storage<br>\$75 w/appliances | \$100 food prep &<br>storage<br>\$150 w/appliances |
| Adult Room & Tile Room  | \$35 up to 4 hours                            | \$70 up to 4 hours                                 |
| Sunday School Rooms     | \$12.50/hour                                  | \$25/hour                                          |
| Projector/Screen/Mic    | \$25                                          | \$50                                               |
| Sound System            | \$50                                          | \$100                                              |
| Sound System Technician | \$25/hour                                     | \$25/hour                                          |
| Table Rental (off site) | Personal Use - Free                           | \$5 per table                                      |
| Chair Rental (off site) | Personal Use - Free                           | \$0.50 per chair                                   |

Community Service non-profits (AA, NA, Alanon step programs) will be charged the Member Fee rate. Organized groups with registered non-profit status may also take advantage of the Member Fee schedule. Proof of status and insurance must be provided.