

Good Shepherd Lutheran Church Facilities 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 subject to the terms and conditions as set forth in this Facilities Use Policy.

Scheduling

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

1. Good Shepherd Lutheran Church events and activities,
2. Church members, and
3. Outside not for profit community groups and organizations.

Please note funerals take precedence, which may require events to be rescheduled or relocated to a different room with little notice.

The Church may, in its sole discretion, with or without reason, determine whether to grant or deny any particular request to use Church facilities or to cancel any previously-scheduled or approved event.

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.

The Church is unavailable for conducting private business activities.

All meetings, activities and Church equipment usage are scheduled with the Church Administrator by completing a Facility Use Request Form. Upon request, the Form will be emailed to the main group contact, or picked up in the Church office. The fee schedule as outlined in this Policy applies to the use of Church facilities.

Reservations are considered tentative until the proper fees are paid and the Facility Use Request Form is approved. Once approved, the reservation is confirmed and 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 all 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 or events must be respectful of the Church as a house of worship, Church property, and the rights and property of others, at all times.
3. Activities and programs must be confined to the assigned room or space.
4. Noise from activities must be kept at a reasonable level.
5. Groups must clean up after meetings, including washing tables, and leave all rooms, tables and chairs as they found them. All garbage containers must be emptied in the dumpsters located in the back of the church.
6. Room lights should be turned off after activities are completed and the room is cleaned.
7. No tape, tacks, nails or other items that may leave permanent marks on the walls are to be used.
8. Security deposits will be returned after room use if the room is properly cleaned and there is no damage to the facility.
9. Children must be supervised at all times.
10. Users will be held responsible for any damage done to Church property associated with their event or caused by anyone attending their event. Any spills or damage must be reported to the Church Office as soon as possible.
11. The user assumes all liabilities for injuries to persons attending the event and for damages or loss of property of persons attending their event.
12. The user shall indemnify, save, and hold harmless Good Shepherd Lutheran Church, and all its staff and employees, from any claims or causes of action incurred by the Church to the extent caused by or contributed to by the user's event or the user's use of Church Facilities.
13. All users must provide the Church with proof of liability insurance upon request.
14. A Church sound technician must be on duty at any event requiring the use of Church technology. This service will include an additional charge, as determined by the Church.
15. For any event requesting the use of the Sanctuary piano, the piano will not be moved unless the user agrees to pay a separate fee, as determined by the Church, to cover the Church's expenses to have the piano moved to the event room, returned to the Sanctuary, and re-tuned after use.
16. The following items are absolutely prohibited in or on Church property including the parking lots: alcohol, non-prescription drugs and other controlled substances, dangerous weapons including firearms, and anything that would distract from a welcoming atmosphere.
17. Good Shepherd Lutheran Church is a smoke free facility. Smoking is only permitted 25 or more feet away from building entrances.

Food Safety & Kitchen Usage

All food for church sponsored events must be catered or made in the church kitchen. Food made in homes is not allowed unless the function is advertised as a potluck where event attendees are permitted to bring food to the event. . Any potluck meals require specific advance approval of the Church, and the user assumes all responsibilities and liabilities for any injuries or damages, including food-borne illnesses, resulting from potluck meals served as part of their event.

A user must note on the Facility Use Request Form if use of kitchen equipment is requested. The following additional restrictions apply to any group using the Church kitchen:

18. Users must provide all their own supplies, including paper products. Church supplies are not to be used.
19. Dishes, pans, coffee services or other kitchen equipment are not to be removed from the building.
20. Users should wash & return towels and leave them in the bin under the kitchen sink.
21. Equipment that does not work properly should be reported to the Church office.
22. All equipment and surface areas must be thoroughly washed before leaving.
23. Garbage should be disposed of in cans with liners and emptied in the dumpsters located in the back of the Church.

Building Security

To ensure the safety of Church employees, members, and those who use the facilities, the Church will be locked at 9:00 p.m. 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. Users should make a request through the Church office if they want the back doors to remain open for their event.

A Building Host is required for events scheduled by outside groups. A Building Host fee will apply for weekend events. See fee schedule.

Fees

To cover the cost of utilities and custodial services, the following fee structure will apply.

1. A security deposit of \$50 for use of the sanctuary, fellowship hall, or kitchen is required at the time of reservation.
2. In addition to the security fee, the following use fees apply:

Room	Member	Non-Member
Sanctuary	\$150	\$300
Commons or Hall	\$125 up to 4 hours \$25/hour thereafter	\$250 up to 4 hours, \$50/hour thereafter
Kitchen	\$50 food prep & storage \$75 w/appliances	\$100 food prep & storage \$150 w/appliances
Meeting Rooms 1,2,3	\$35 up to 4 hours	\$75 up to 4 hours
Building Host	\$15/hour	\$15/hour
Projector/Screen/Mic	\$25	\$75
Sound System	\$50	\$100
Sound System Technician	\$25/hour	\$25/hour
Table Rental (off site)	Personal Use - \$3.00	\$5 per table
Chair Rental (off site)	Personal Use - \$0.25	\$0.50 per chair
Table Cloth Rental (onsite)	Church Use - Free Personal Event - \$3.00	\$5.00 each

These fees are subject to change without notice.

Community Service non-profits groups (such as 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.

Violations of any term or condition of this Facility Use Policy may result in loss of security deposit, denial of future requests to use Church facilities, or other appropriate actions by Good Shepherd Lutheran Church.