

GOOD SHEPHERD LUTHERAN CHURCH FACILITY USE POLICY

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

Purpose

This policy delineates the terms and conditions associated with the utilization of the facilities of Good Shepherd Lutheran Church (the Facility) for non GSLC activities. The policy is approved by the Executive Committee and reviewed by the Church Council of GSLC. Interpretation and amendment of this policy is in the sole discretion of GSLC.

Scheduling

Requests to reserve/use the Facility are processed on a first come, first served basis with the following priorities:

1. GSLC 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, cancelled, 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 the Facility. While not anticipated, GSLC may cancel any previously scheduled or approved event.

The Facility is unavailable to outside groups on Wednesdays and Sundays so that GSLC worship and events may take place without scheduling conflicts.

The Facility is unavailable for conducting private business activities.

All meetings, activities and or other Facility usage are scheduled with the Church Administrator using the Facilities Reservation Request Form. The form is available by contacting the church office. Reservations are considered tentative until the

proper fees are paid. Once approved, the reservation is confirmed and will be placed on GSLC's calendar.

Organizations that meet regularly may make reservations one year at a time. The GSLC 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 Facility as a house of worship, of GSLC 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/users must clean up after meetings, including washing tables, and leaving all rooms, tables and chairs as they found them. All garbage containers must be emptied into the dumpsters located behind the fence in the back parking lot of the church.
6. No tape, tacks, nails or other items that may leave permanent marks on the walls are to be used.
7. Children must be supervised at all times.
8. Users will be held responsible for any damage done to GSLC property associated with their event or caused by anyone attending their event. Any spills or damage must be reported to the GSLC office as soon as possible.
9. The user assumes all liabilities for to persons attending the events and for damages or loss of property of persons attending their event.
10. The user shall indemnify, save, and hold harmless GSLC, and all its staff and employees, from any claims or causes of action incurred by GSLC to the extent caused by or contributed to by the user's event or the user's use of the Facility.
11. The following items are absolutely prohibited in or on GSLC 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.

12. The Facility is a smoke free facility. Smoking is only permitted 25 or more feet away from building entrances.

Food Safety & Kitchen Usage

All food for events occurring in the Facility must be catered, purchased pre-made or made in the GSLC kitchen. Food made in homes is not allowed for any event occurring in the Facility.

The following apply to groups or individuals using the Facility for private events:

1. User assumes all responsibility and liability for any injuries or damages, including food-borne illnesses resulting from meals, however provided, served as part of their event.
2. User must provide all their own supplies, including paper products. GSLC supplies are not to be used.
3. Dishes, pans, coffee services or other kitchen equipment are not to be removed from the building.
4. Equipment and surface areas must be thoroughly washed before leaving.
5. Equipment that does not work properly should be reported to the GSLC office.
6. Garbage should be disposed of in cans with liners and emptied into the dumpsters located behind the fence in the back parking lot of the Facility.

Building Security

To ensure the safety of GSLC employees, members and those who use the facilities, the Facility is locked except during all church events such as worship. A doorbell has been installed for those who wish to enter when the building is locked while staff are present.

Those using the Facility for an event will coordinate building access with the Church Administrator.

Some reservations will require a staff member to be present during the event and an additional fee will apply.

The Church Administrator maintains the authority to determine access requirements for Staff, volunteers, and outside groups.

Assignment and rescinding of facility keys, access fobs, and garage digital codes will be controlled and monitored by the Church Administrator. A log will be maintained.

One Time Use Fees

To cover the cost of utilities and custodial services, the following fee structure will apply. Refer to specific policies pertaining to weddings and funerals.

Room	Members	Non-Members
Sanctuary	Not Available except for Weddings and Funerals	
Commons or Hall	\$150	\$300
Kitchen	\$50	\$100
Meeting Rooms	\$50	\$100
Nursery	\$50	\$100
Sound Technician	\$50	\$100
Staff onsite	\$50	\$100

These fees are subject to change without notice.

Community support non-profit groups (such as AA, NA, Alanon & step programs) will provide free will offering. Organized groups with registered non-profit status may take advantage of the Member fee schedule. *Proof of status and insurance must be provided to the Church Administrator*

Recurring Use of Facility Space

A lease agreement will be generated based on the specific areas to be rented and will be approved by the Executive Ministry Team. A separate policy addresses these situations.

Violations

Violations of any term or condition of this Facility Use Policy may result in denial of future requests to use the Facility, or other appropriate actions by GSLC.