

**Grace Lutheran Church  
Facilities Use  
Policies and Procedures Manual**

The mission of Grace Lutheran Church is to bring the good news of God's saving grace through Jesus Christ's life, death and resurrection to all to be free to be the people of God.

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## **I. General Guidelines**

### **A. Facility Use Purpose**

Grace Lutheran understands that this church is a facility for the body of Christ known as Grace Lutheran Church to gather. We understand that God has provided this facility as a vehicle to further His mission. It is our desire that the property and facility that God has entrusted to us be used to serve the cause of Jesus Christ, His people, our neighbors, and our community. We value strong youth and children's ministries in the church and community, and we will give a high priority to their building use needs. We want these properties and facilities to experience maximum use for the greatest service according to our mission statement.

### **B. Facility Use Priorities**

The use of the facilities and equipment shall be confined to members, Christian organizations, education or social service organizations, and other character building functions whose work is in harmony with the purpose and mission of Grace Lutheran Church.

- **First priority:** Grace Lutheran ministry.
- **Second priority:** Church sponsored activities planned by its members\* primarily for the congregation or for outreach. This includes meetings and activities for committees, groups and programs, such as Grace Council, Boy Scouts, Girl Scouts and Grace Preschool.
- **Third priority:** Grace Lutheran Church member sponsored activities planned by members of the congregation primarily for people other than members of the church. This includes celebrations for events such as anniversaries, baby showers and baptisms. It also includes non-profit organizational meetings and events.
- **Fourth priority:** Other churches' and Christian organization's Christian activities planned by and for the participants of other Christian churches or organizations.
- **Fifth priority:** Community services activities involving no specific Christian affiliation that do not conflict with the principles of Grace Lutheran Church.

Revenue generating events / sales promotions are discouraged unless they benefit or are in the best interest of the ministry of Grace Lutheran Church. Soliciting is not allowed. To preserve our tax-exempt status, no partisan political events will be scheduled.

\* For purposes of these guidelines, members are confirmed and shall have communed and made a contribution of record during the current or preceding year.

## **C. Facility Use Guidelines**

### **1. Building Hours and Access**

The church doors (double doors, west entrance) are open 7:00 a.m. to 6:00 p.m., Monday - Friday. For evening and weekend events, the custodian will make sure building access is provided. It is encouraged that weeknight activities end no later than 10:00 p.m.

As needed, the church office will provide a non-master building key to leaders of various church-sponsored groups or committees.

On occasion, the church office will provide a non-master building key to other event sponsors for evening and weekend events. In this situation, keys can be picked up by sponsors from the church office within 48 hours prior to an event and should be returned within 48 hours after an event.

### **2. Office Hours**

Office hours are 8:00 a.m. – 4:00 p.m. Monday through Friday. Only church staff and select leaders will be provided with keys to the office.

### **3. Gymnasium Hours**

Gym hours are 7:30 am – noon and 3:30 – 10:00 p.m. daily. Due to noise levels, the gym is not available for use during the following times:

- On Sunday mornings and Wednesday evenings due to regularly scheduled church ministry activities.
- During the hours of noon – 3:30 due to naptime in the Day Care.
- During funerals and select activities in Grace Hall.

Please see more detailed guidelines for Gymnasium use under *Section II. Guidelines for Specific Rooms and Equipment.*

### **4. Meeting and Event Scheduling and Approval**

Meeting or event scheduling is handled through the church office. When a request for a meeting or event is made, the office will provide the sponsor with the following materials:

- A Meeting Request / Church Facilities Use form for completion
- An Adult Hold Harmless agreement for completion.
- A copy of the Grace Lutheran Church Facilities Use Policies and Procedures for review.
- Wedding Manual (as appropriate)

The sponsor reviews the policies (especially general policies and those applying to specific rooms being used) and turns the completed forms to the church office for approval. The church office will provide further directions and forms, as necessary, and will also work with sponsors to identify the appropriate room(s) for requested activities

The administrative assistant or a pastor will approve all requests as soon as possible upon review. Requests will be considered in terms of facility availability and how the aims and goals of the using group support the priorities listed under “Facility Use Priorities.” The executive committee or church council will review applications for repeat or ongoing events and revenue-generating events as necessary. The decisions of the executive committee or church council regarding all building and equipment use will be final.

Church facilities will be made available insofar as the church calendar of activities will allow. When a request is approved, the office will confirm the event by placing the activity on the church

calendar in the church office on a first-come, first-served basis. The office will inform the sponsor of event approval and scheduling. Funeral services will have priority over other uses. In the event that a room is needed for multiple events at one time, the church office will coordinate alternative room arrangements with event sponsors. The use priority and date on which the request form is received will establish the priority of the request when there is more than one request for the same space.

**All non-members requesting use of the facilities and serving as an event sponsor must have a member contact who will take responsibility for the conduct of event participants.**

### **5. Two-Adult Rule.**

For all events involving children or youth, the following rules will apply.

- Two or more adults, over the age of 20, will be present.
- Supervision will be maintained before and after the event until all children/youth are in the custody of their parent or legal guardian.
- Exceptions will be handled by obtaining written parental permission for supervision by one adult, or one adult and one teen, or two teens (see Consent for Single Supervision or Supervision by Two Teens Consent Form) or using an “open door” policy (the door to the room where the children or youth are meeting is left open) when one adult, one adult and one teen or two teens are providing supervision.

### **6. Event Set Up**

Grace Lutheran Church’s custodian will complete initial set up for all events according to arrangements / instructions provided by the event sponsor prior to the event.

During an event, it is important that furnishings and equipment not be moved from one reserved space to another without prior approval. **Posters, decorations, etc., should not be attached to walls or ceiling without prior approval from the church office. Nails, screws, scotch tape or permanent hardware should not be used on any building walls. When hanging posters, signs, etc. from walls or windows only use masking tape.**

*See “Wedding Guidelines” and “Guidelines for Specific Rooms and Equipment” for additional information.*

### **7. Event Take Down**

Grace Lutheran Church’s custodian will complete take down for all events. Event sponsors should make it a point to see that the room is left in the condition it was found at the beginning of the event. To help prepare the room for the next users:

- All trash should be deposited in wastebaskets and the custodian will remove trash to the dumpsters.
- All notes on white or black boards should be erased.
- All lights must be turned off.

## 8. Fees for Rooms and Equipment

### Members

Grace sponsored groups will use the facilities at no-charge. Member families may use the physical facilities for the majority of approved events or meetings free of charge. For events such as anniversaries, recitals, birthday parties, or anything that requires set up or take down services, a \$50 donation is requested. Custodial fees do not apply to funeral services.

Events typically involving additional charges include:

- Weddings and the various associated services, such as organist
- Receptions where members of Grace Lutheran Church Women are required or requested to assist with food service.

Please see the “Wedding Guidelines” or the “Kitchen / Food Service” section of this manual for further details.

Fees for approved repeat events may vary and will be established at the time of event approval by the congregation council.

Fees for use of Grace facilities by for-profit groups with elaborate planning and set-up requirements will be determined on a per-event basis.

**Donations to cover event set up and take down should be paid in cash, are due prior to the event, and are held for the custodian until after the event. Payments are returned for canceled events.**

### Non-Members

Non-members will be charged a \$200 refundable damage deposit when using Grace Lutheran Church for approved events. In addition, the following fee structure applies to use of the various areas of the church. These fees help to defray expenses associated with custodial services, utilities, maintenance and general wear-and-tear of the facilities.

	<b>Non-Members (Per use)</b>
Sanctuary	\$500
La Voz De Esperanza Chapel	\$100
Gathering Hall	\$100
Kitchen and/or Grace Hall	\$100
Gymnasium	\$50
Library, Conference and Youth Room	\$50

Specific events typically involve additional charges. These include:

- Weddings and the various associated services, such as an organist
- Receptions where members of Grace Lutheran Church Women are required or requested to assist with food service.

Checks are to be made out to Grace Lutheran Church, are due prior to the event, and are held for cashing until after the event. If an event is canceled, then checks will be returned.

## **9. Alcoholic Beverage and Smoking Policy**

**The serving of alcoholic beverages is prohibited at all times in any indoor or outdoor Grace Lutheran Church facility, with the exception of celebrating Communion.** All indoor Grace Lutheran Church facilities are designated non-smoking.

In addition, smokeless tobacco, drugs, violent behavior, abusive language and other forms of detrimental conduct are prohibited. Persistent prohibited activity will result in a request to leave the church facilities

## **10. Maps**

Maps to the church are available through the office. If you are hosting an event, please provide a map or directions to your participants to help minimize calls to the church office.

## **11. Grace Lutheran Church General Liability Statement**

There are risks associated with activities and Grace Lutheran Church is not responsible for injury to meeting and event participants. This includes suits and demands whatsoever in law or in equity.

Any damages, injuries or unusual incident occurring during the use of Grace Lutheran Church is to be reported in writing by the sponsor to the church office within 24 hours. Users agree to release all responsible authorities of these facilities from any and all liability arising out of use of facilities or equipment. Sponsors should restrict members of their group to the areas of the building noted on the Meeting Request / Church Facilities Use form. All non-members requesting use of the facilities and serving as an event sponsor must have a member contact **who** will take responsibility for the conduct of event participants.

## **12. Policy Setting and Administration**

The congregation council in conjunction with appropriate staff and member input establishes all facility use policies, procedures and guidelines. At a minimum, the council will review and update policies and procedures on an annual basis. Other reviews and updates will occur on an as-needed basis. A designated member of the church staff will administer all facility-use policies, procedures and guidelines in conjunction with the congregation council as necessary.

## II. Guidelines for Specific Rooms and Equipment

General facility use guidelines, as outlined under *Section I. General Guidelines* in this manual, apply to all “general use” rooms (e.g., Youth Room and Multi-Purpose Room). Use policies for rooms designed with a particular purpose or unique functionality in mind are outlined below.

### A. Sanctuary

- There shall be no alcohol, food or smoking allowed in the sanctuary.
- There shall be no items removed or brought into the sanctuary without approval of church staff.
- Parament color will be the color of the Liturgical Season. These should not be removed or covered up in any way.
- The use of aisle cloths is permitted for weddings.
- The use of scotch tape is not permitted in the sanctuary. Masking tape or plastic clips may be used to attach bows to the pews. Prior approval should be obtained before doing so.
- The operation of the sound system equipment should be left to church staff or representatives.
- The seating capacity of the sanctuary should be strictly adhered to. The church can make arrangements if an overflow crowd is expected.

### B. La Voz De Esperanza Chapel

Same as Sanctuary where applicable.

### C. Gathering Area

The gathering area includes a small kitchenette that is contained within the sliding closet doors at the east end of this room. If using the kitchenette, please review the Kitchen / Food Service guidelines under E.) Kitchen / Food Service.

### D. Grace Hall

Maximum capacity in Grace Hall is 242 people. A retractable partition exists to divide Grace Hall into two separate rooms: Grace Hall 1 and Grace Hall 2. Upon request, the partition will be positioned for use.

### E. Kitchen / Food Service

When the party using the kitchen is not familiar with the kitchen and procedures, a member of the Grace Lutheran Church Women group or an assigned church member needs to be present.

General kitchen guidelines are as follows:

- All food served is to be paid for and brought to the church by the event sponsor.
- The event sponsor will see that any leftover food is taken home or distributed and not left in the church kitchen.
- A tablecloth for the serving table is available.
- Church dishes and cups may be used.
- Members who are familiar with operating the kitchen appliances (oven, stove, dishwasher, sinks) may use them.
- Red beverages are not allowed because of their staining power.
- It is suggested that food be limited to “finger” food items such as cake, cookies, mints, nuts, sandwiches and other items that can be pre-made or require minimal preparation.



### Fees for Food Service Assistance

Upon request (or as required) and for the following fees, members of Grace Lutheran Church Women group will assist with select food preparation and service. Arrangements for food service should be coordinated through the church office.

Service includes making coffee, mixing punch, pouring beverages, setting out dishes, serving food, seeing that food is replenished, and cleaning up afterward.

It is suggested that when service assistance is being provided the food be limited to “finger” food items such as cake, cookies, mints, nuts, sandwiches and other items that can be pre-made or require minimal preparation.

	<b>Members or Non-Members</b>
<b>1 to 125 People</b>	\$75.00
<b>Each Additional Person</b>	\$ .50

### **F. Nursery and Room 101**

The nursery is a professionally staffed, state-licensed day care facility caring for children year-round, Monday – Friday, between the hours of 7:00 a.m. and 6:00 p.m. At other times, the nursery is not staffed and is not available for other uses.

Room 101 is available for meetings and child care. Groups using Room 101 for child care purposes are responsible for arranging their own baby sitter. Please schedule Room 101 through the main office. Please note the Two Adult Rule.

### **G. Gymnasium**

We ask that you follow a few basic guidelines when scheduling and using the gymnasium:

- The gym can be reserved for up to 13 weeks of use in a row
- The gym can be reserved for up to a 2 hour period per use
- No use on Wednesday nights or when any church service is in progress
- White soled shoes are required
- No food or beverages in the gym
- No hanging on rim
- No slam-dunking
- Children are to be supervised by adults.

Gymnasium hours are 7:30 a.m. to noon and 3:30 – 10:00 p.m. To use the gym, please make a reservation by completing a request form through the church office. The custodian will make sure that you have access to the gym during your scheduled event. Please note the Two Adult Rule.

## **H. Library**

The library is open when the church is open. Congregation members and non-members may check out materials. We ask that you follow a few basic guidelines when scheduling and using the library:

- Meetings are not to be scheduled during the Education Hour on Sundays. The library is usually being used during this time for Sunday School classes or checking out materials
- No pop cans, food or beverages in the library

## **I. Exterior Church Grounds**

- Cars or trucks are restricted to only the asphalt paved areas (parking lot/driveway).
- Prior approval must be arranged when events are to be scheduled.
- The drilling of holes in the parking lot pavement (for tents, etc.) is not permitted. Any other alteration of the exterior grounds or facilities are permitted only by permission. Any approved changes must be returned to original condition following usage.
- Trash should be disposed of in the dumpster.
- The serving of alcoholic beverages is prohibited at all times on Grace Lutheran Church grounds. Smoking is allowed only in designated areas. In addition, smokeless tobacco, drugs, violent behavior, abusive language and other forms of detrimental conduct are prohibited. Persistent prohibited activity will result in a request to leave the church grounds.

## **J. Equipment and Portable Tables/Chairs**

Portable tables and chairs are church property. There are a select number of tables and chairs designated for use at off-site locations by members. They are not to be removed from the church without prior permission. Please reserve them through the main office.

Audio-visual equipment is also church property and is not to leave the church unless done so by the pastor for purposes of off-site pastoral work.

### III. Wedding Guidelines

Planning a wedding is a joyful event. To make your wedding more meaningful, plans should be made carefully. Greater details of planning a wedding at Grace Lutheran Church can be found in the "Planning Your Church Wedding" manual available through the church office. If you are hoping to be married in Grace Lutheran Church, we ask that you review these basic guidelines and then contact the pastor to finalize plans:

- Members will be given priority in terms of scheduling and should try to schedule a wedding at least 6 months prior to the planned date. The earliest non-members can schedule a wedding is 60 days prior to the event. A wedding date is not officially confirmed until the couple meets personally with the pastor.
- It is requested that music selections be appropriate for a Christian wedding service. Secular music is inappropriate and we ask that you cooperate with us and our organist in this matter.
- Pre-marriage counseling in the form of attendance at a pre-marriage workshop entitled "Making the Covenant" is a requirement. Attendance is arranged through the pastor.
- **Parament** colors will be the color of the Liturgical Season, and they cannot be removed for any reason. You may want to consider this when scheduling your wedding.
- All services and receptions must be concluded by 8:00 p.m.
- The Kitchen and Grace Hall are available for receptions. No alcohol is permitted in any part of the church property.

#### Member Fees

All gifts for the pastor, organist, soloist and custodian are to be made out to the individual (if in check format) and provided to the church office the week before the wedding. The fee schedule for members is:

Custodial Fee:	\$50.00
Organist with 1 wedding rehearsal:	\$100.00
Each extra rehearsal with soloist:	\$25.00
Pastors:	Pastors do not set fees; couples may contribute as they wish.
Reception serving fees:	Members of the Grace Lutheran Church Women group are available to assist with receptions. See the Kitchen Food Service Section of this manual for fee and use guidelines.

#### Non-Member Fees

A fee of \$500 will apply to non-member weddings held at Grace Lutheran Church. In addition, the above organ and pastoral fees will apply. Please see the "Fees for Rooms and Equipment: Non-members" section of this manual for greater details regarding fees for using various rooms.