

Lutheran Chapel Church

Facility Use Guidelines

INTRODUCTION

Lutheran Chapel is pleased that we can make our facilities available to many groups and ask for everyone's cooperation in caring for them. Any donations toward the upkeep and maintenance of these facilities would be appreciated.

This policy establishes guidelines and rules for the use of facilities belonging to Lutheran Chapel Lutheran Church of Gastonia, North Carolina. It defines:

- Who may use the facilities, for what purposes and at what cost.
- Channels for decision-making regarding the use of these facilities.
- Who is responsible for supervision of activities.
- Who is responsible for the operation, care and maintenance of the various facilities.

All policies (including this one) related to the use of Lutheran Chapel Church facilities require the approval of the Congregation Council. Once approved, the council can delegate authority to carry out the policies to an appropriate staff person and/or committee.

BACKGROUND

- As Lutheran Chapel has grown in size and in the scope of its various ministries it has added facilities, including space and equipment to meet the needs of these ministries. The new Family Life Center represents a major addition, which allows Lutheran Chapel to continue its pattern of growth. Good stewardship requires that all facilities be used in the most effective manner possible, that they be applied diligently to the ministries of the church and that they be preserved for future use.
- Expanded facilities offer many opportunities in the life of this congregation in achieving the aims of its MISSION STATEMENT. It is reasonable to expect that the congregation will find many new avenues for service as these facilities come into greater use.
- These FACILITY USE GUIDELINES are needed to assure that the facilities are used to the Glory of God in accordance with the wishes of the congregation, that proper consideration is given to security and safety, that all legal requirements are met and that responsibilities are clearly defined.
- These guidelines cover the use of all LCC campus facilities (Sanctuary, Sanctuary basement, Chapel, meeting/classrooms, Fellowship hall, Kitchen and Family Life Center).
- Other guidelines (e.g., Wedding Policy) as applicable must also be followed.

GENERAL GUIDELINES

- The facilities are available to all members of Lutheran Chapel Church subject to rules and regulations.
- The facilities will be available for nonprofit purposes and community organizations whose goals are compatible with those of Lutheran Chapel Church.
- Use of facilities must be approved and scheduled to avoid conflicts and with due regard to the following order of priority:
 - Congregation needs
 - Member needs
 - Community needs
- In the event that church functions require the use of any facilities, Lutheran Chapel reserves the right to move or pre-empt any function with a two-week prior notice.

- Persons or groups who use Lutheran Chapel Church facilities are expected to comply with all guidelines, posted rules and to refrain from abuse of facilities or other persons present. Failure to do so will result in suspension of usage privileges.

FACILITY USE APPROVAL

- No special approval is required for regular church activities (such as, Sunday School class gatherings, committee meetings, circle meetings, etc.) other than checking the church calendar to make sure the required space has not already been assigned to another activity.
- Requests from members, friends of the congregation or non-congregational organizations to use the facilities of Lutheran Chapel Church are made to the pastor or designated representative, by completing a Lutheran Chapel Facility Usage Request form. A response will be given to the requesting party. An approval (from the Facilities Committee and/or Church Council) will specify the date and times, rooms and facilities involved.

SCHEDULING

- Scheduling requests for the use of all facilities should be made through the church office.
- The church office maintains a calendar for all activities and facilities that are being used.
- The calendar will identify each room, the hours it is scheduled for use, the intended use and the group or person in charge.
- Scheduling of facilities should be based upon actual need, utilizing space that serves purpose.
- Committees, groups or individuals who wish to reserve the facilities should make their request as far in advance as possible.
- Facilities may be reserved for more than one event at the same time if no conflict will result. If a conflict results, the first reservation has priority; unless the church has need of the facilities for a church function (i.e., Bible School or church dinner, etc.) we may be able to substitute suitable facilities.

Special requests not covered by the above will be referred to the Facilities Committee for recommendation to the Church Council.

FEE SCHEDULE

Due to the substantial number of requests for use of our facilities and the associated costs (utilities, janitorial, supplies, etc.), it is necessary to request donations and fees as follows to help defray such costs.

The generous donations by members of Lutheran Chapel Church have afforded us the opportunity to have these beautiful facilities. Although we encourage usage of our facilities, hopefully you understand that with their use, expenses are incurred.

Members of Lutheran Chapel Church may utilize church facilities for member benefit or community service functions without an assessed fee. However, donations to help defray the cost of utilities, janitorial service, etc., would be appreciated. (Please consider the season, length of time used and the space used).

If a request of our facilities is made by a member on behalf of family or friends, who are non-members, the following fees apply. Fees must be paid in advance.

- Basement - \$25
- Fellowship Hall - \$50
- Family Life Center - \$100
- Sanctuary (includes basement) - \$125
- Chapel - \$50

Requests made for the use of our facilities for non-members, will follow the fee schedule below. Fees must be paid in advance.

- Basement - \$75
- Fellowship Hall - \$150
- Family Life Center - \$350
- Sanctuary - \$250 (includes basement)
- Chapel - \$100

Members of Lutheran Chapel Church may utilize church facilities for **family reunions**. Groups of 75 or less may use our Fellowship Hall. Family reunions are required to provide their own supplies (cups, plates, etc.). Ice is available in the kitchen. Suggested donations to help defray operating expenses (e.g., utilities, janitorial, etc.) are as follows:

- Fellowship Hall - \$50
- Family Life Center - \$100

Requests not covered by the above will be referred to the Facilities Committee for recommendation to the Church Council.

SUPERVISION

- One adult (21 years or older), a member of Lutheran Chapel must be present in the Family Life Center building during hours of operation. If supervision is not available the building must be closed to activities until the required supervision is available.
- Community organizations using the Lutheran Chapel facilities must have adult supervision for all children. Children must remain with parent or guardian.

SECURITY

- A system of key control (identification, storage, distribution, accountability, etc.) is needed to assure authorized persons ready access to Lutheran Chapel Facilities and, at the same time, to deny access to unauthorized persons.
- Access keys to Lutheran Chapel Church facilities should be obtained from the church office or member of the Facility Committee prior to the scheduled activity and returned immediately (or as soon as possible) after the completion of the activity.
- When no activities are scheduled, all exterior doors are to be kept locked.
- Any member who has a key to the facilities should not lend or attempt to make a copy of the key.
- The majority of the exterior doors may be opened from the inside by way of a “panic bar” or thumb lock in case of emergency.

RULES AND REGULATIONS

- All Lutheran Chapel buildings have been designated as NON-SMOKING by the Lutheran Chapel Church Council. Ash receptacles for smokers are located outside at various entry doors. Please do not dispose of cigarettes in flower boxes, on the ground, on the sidewalks, trashcans or anywhere else other than the designated receptacles.
- All persons are expected to maintain behavior in keeping with the highest standards of Christian life.
 - No alcoholic beverages or illegal drugs are allowed.
 - No profanity
 - Dress should be modest and appropriate.
 - No firearms are allowed.
- No part of the Lutheran Chapel Church facilities should be used without proper training (e.g., kitchen,

- **Church owned equipment and supplies (e.g., chairs, tables, table cloths, pantry items, etc.) are not to be removed from the premises.**
- No outside equipment is to be used without Facilities Committee approval.
- It is the responsibility of the committee or group in charge of an event to set-up and take down equipment used. Any services of the custodial staff beyond their normally assigned duties must be prearranged.
- Persons using church facilities are expected to take reasonable care to avoid loss or damage.
- The last person to leave should sweep/vacuum, mop if needed, take trash to dumpster and replace trash bags.
- The last person to leave is expected to secure the building by locking all exits and turning off lights/equipment.
- The last person to leave should also reset thermostats in the areas used. Follow instructions on thermostats (they differ by area) to adjust the heating (55 degrees in winter) and air conditioning (80 degrees in summer).
- Make sure restrooms are clean, toilets flushed and no water is left running.
- Please conserve heat, air and lights during use of facilities to help defray utility costs.
- All equipment is to be returned to its designated storage area after use. The person in charge of an activity is responsible to see that this is done and that the areas used are neat and clean.
- Mounting of decorations and banners must be approved prior to use and removed after each event.
- Operation of the kitchen or kitchenette shall be in accordance with posted guidelines. Only members of the facilities committee or persons trained by that committee are allowed to operate kitchen equipment.
- No running or jogging is allowed in the hallways.
- Unattended vehicles must not be left in the driveways. Park in designated spaces only.
- Please follow guidelines posted in each area of the Lutheran Chapel Church facilities. Copies attached.

FAMILY LIFE CENTER GUIDELINES

Welcome to Lutheran Chapel

Prior Permission Required For Use

Please obtain prior permission from the Facilities Committee, Church Office, Council Member or Pastor to use Family Life Center or Equipment

Adult Supervision Required

21 years of age or older

No Food or Drink Allowed

Unless it is for a congregational meal or prior permission is obtained

Proper Footwear Required

Only basketball or approved sports shoes should be worn for games on the sports carpet (white soles are preferred) – If shoes mark test carpet provided please play in sock feet

No Outside Sports Equipment Allowed

Only equipment provided by the church will be allowed – Please do not use footballs, soccer balls, baseballs or roller skates/blades

Please Conserve Heat, Air and Lights

Please turn out lights, lower heat to 55 degrees (winter) or raise air conditioning to 82 degrees (summer) – Follow instructions on thermostat

Put Equipment Away After Use

Put balls back in center court storage room, take down volleyball equipment and place in proper storage and return basketball goals to standard 10 foot height

Clean-Up and Lock-Up After Use

KITCHEN GUIDELINES

Welcome to Lutheran Chapel

Prior Permission Required for Use

Prior equipment training required

Review equipment instructions in drawer near small sink

Please Conserve Heat, Air and Lights

Please turn out lights, lower heat to 55 degrees (winter) or raise air conditioning to 82 degrees (summer) – Follow instructions on thermostat

Clean-Up and Lock-Up After Use

(Close serving window, sweep, mop if needed, take trash to dumpster, replace trash bags and lock pantry)

FELLOWSHIP HALL/KITCHENETTE GUIDELINES

Welcome to Lutheran Chapel

Prior Permission Required for Use

No Sports (balls, skates, etc.)

Please Conserve Heat, Air and Lights

Please turn out lights, lower heat to 55 degrees (winter) or raise air conditioning to 82 degrees (summer) – Follow instructions on thermostat

Put Tables and Chairs Away After Use

Clean-Up and Lock-Up After Use

Sweep, check to make sure kitchenette is clean and trash is carried to dumpster

BASEMENT/KITCHENETTE GUIDELINES

Welcome to Lutheran Chapel

Prior Permission Required for Use

No Sports (balls, skates, etc.)

Please Conserve Heat, Air and Lights

Please turn out lights, lower heat to 55 degrees (winter) or raise air conditioning to 82 degrees (summer) – Follow instructions on thermostat

Put Tables and Chairs Away After Use

Clean-Up and Lock-Up After Use

Check to make sure kitchenette is clean and trash is carried to dumpster

LUTHERAN CHAPEL FACILITY USAGE REQUEST

USAGE DATE REQUESTED _____

GROUP: _____

GROUP LEADER(S): _____ PHONE: _____

ADDRESS: _____

IF CONTACT NAME OR NUMBER CHANGES AT ANY TIME, PLEASE NOTIFY THE CHURCH OFFICE AT 704-864-6491.

FACILITIES REQUIRED:

FEE/DONATION

_____ FAMILY LIFE CENTER	_____
_____ FELLOWSHIP HALL	_____
_____ KITCHEN	_____
_____ CLASSROOMS (SPECIFY) _____	_____
_____ CHAPEL	_____
_____ CHURCH BASEMENT AREA	_____
_____ CHURCH BASEMENT KITCHENETTE	_____
_____ SANCTUARY	_____
_____ OTHER (SPECIFY) _____	_____

MEETING SCHEDULE:

<u>Day</u>	<u>Time</u>	<u>Monthly</u>	<u>Weekly</u>
_____ Sunday	_____	_____	_____
_____ Monday	_____	_____	_____
_____ Tuesday	_____	_____	_____
_____ Wednesday	_____	_____	_____
_____ Thursday	_____	_____	_____
_____ Friday	_____	_____	_____
_____ Saturday	_____	_____	_____

I have read and understand the Lutheran Chapel Facility Usage Guidelines. _____ (Initial)

Signature _____

Date _____

Approved by Church Council/Facilities Committee:

Signature _____

Date _____

FEE AMOUNT PAID _____

Date _____

DONATION AMOUNT PAID _____

Date _____