

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. This policy establishes guidelines that have been approved by our congregational council for the use of Lutheran Chapel facilities. Any donations toward the upkeep and maintenance of these facilities would be appreciated.

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 facilities (Sanctuary, Sanctuary basement, Chapel, meeting/classrooms, Fellowship hall, Kitchen, Family Life Center, The Meeting Place and outside recreational areas).

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.
- 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 are made through the church office, by completing a **Lutheran Chapel Facility Usage Request form**. For non-members and organizations, an approval (from the Facilities Committee and/or Church Council) will specify the date, 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 space and hours scheduled, the intended use and the group/ 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., Funerals, Bible School, etc.). Substitute suitable facilities may be available.

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

FEE SCHEDULE - MEMBERS

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.

Family Reunions

- 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 and upkeep, etc.) are as follows:
 - Fellowship Hall - \$50
 - Family Life Center - \$100

Members of Lutheran Chapel Church may utilize church facilities for member benefit (e.g. birthday party) or community service functions without an assessed fee. However, donations to help defray the cost of utilities and upkeep, etc., would be appreciated. **SUGGESTED DONATIONS** are as follows:

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

If a request of our facilities is made by **a member on behalf of immediate family members, who are non-members**, the following fees apply.

Fees must be paid in advance when request form is submitted.

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

FEE SCHEDULE - NON-MEMBERS

Requests, subject to approval, made for the use of our facilities for **non-members**, will follow the fee schedule below. Fees and deposits must be paid in advance when request form is submitted. The deposit will be refunded after inspection of the facility used has been completed. If facilities are left unclean or damaged, deposit will be forfeited.

Facility	Fee	Deposit	Total
Basement - can be only used in conjunction with Sanctuary			
Fellowship Hall	\$ 300	\$ 150	\$ 450
Family Life Center	\$ 750	\$ 500	\$1,250
Sanctuary (Includes Basement)	\$ 300	\$ 250	\$ 550
Chapel	\$ 150	\$ 125	\$ 275

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

NOTE: See Wedding Policy Guidelines for facility use and required janitorial fees.

SUPERVISION

- One adult (21 years or older), a member of Lutheran Chapel must be present in the facilities during hours of operation
- Community organizations using the Lutheran Chapel facilities must have adult supervision for all children. Children must remain with parent or guardian.

SECURITY

- Access keys to Lutheran Chapel Church facilities should be obtained from the church office prior to the scheduled activity and returned immediately after the completion of the activity.
- Any member who has a key to the facilities should not 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
- Proper training for use of kitchen and recreational equipment should be completed before facility use.
- **Church owned equipment and supplies (e.g., chairs, tables, table cloths, pantry items, etc.) are not to be removed from the premises for personal use.**
- Any outside equipment brought in for parties, such as bouncy houses, should be noted on the Facility Usage Request Form and should have constant adult supervision for the safety of persons attending the celebration.
- Roller skates, roller blades or skateboards are not allowed in any buildings.
- It is the responsibility of the committee or group in charge of an event to set-up and take down equipment used. 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
- 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.
- Please use provided check list for cleaning facilities.

FAMILY LIFE CENTER GUIDELINES

Welcome to Lutheran Chapel

Prior Permission Required For Use - Please contact church office.

Adult Supervision Required- 21 years of age or older

Outside Sports Equipment

The equipment provided by the church should be used. If special requests are necessary, this should be noted on the Facility Usage Request Form.

Any outside equipment brought in for parties, such as bouncy houses, should be noted on the Facility Usage Request Form and should have constant adult supervision for the safety of persons attending the celebration.

Rollers skates, roller blades or skateboards are not allowed in any buildings.

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

Return tables and chairs to storage area per posted instructions.

Clean-Up, vacuum and remove any trash. Check bathrooms to make sure water is not left running and toilets are flushed.

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

Lock-Up After Use

KITCHEN GUIDELINES

Welcome to Lutheran Chapel

Prior Permission Required for Use - Please contact Church office

Prior equipment training if needed - Please note on Facility Usage Request Form

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 using clean-up checklist in kitchen

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

Lock-Up After Use

FELLOWSHIP HALL/KITCHENETTE GUIDELINES

Welcome to Lutheran Chapel

Prior Permission Required for Use - Please contact Church office

No Sports activities (balls, skates, skate boards, 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 - Please do not drag tables and chairs across floors to avoid damage to floors

Clean-Up - Sweep, mop is necessary and check to make sure kitchenette is clean and trash is carried to dumpster

Lock-Up After Use

BASEMENT/KITCHENETTE GUIDELINES

Welcome to Lutheran Chapel

Prior Permission Required for Use - Contact Church Office

No Sports Activities (balls, skates, skateboards, 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

Check to make sure all areas are clean and trash is carried to dumpster

Lock-Up After Use

Check List for cleaning the facility

- ___ Sweep/vacuum, mop if needed in all areas used
- ___ Clean all tables and counter in kitchen
- ___ Wash all dishes and return them to appropriate place
- ___ Clean sinks - making sure to clean under sink stand and clear all drains
- ___ Check to make sure all ovens or appliances used (warmer, tea maker, etc.) are turned off
- ___ Check ovens and warmer to make sure no food has been left
- ___ Take trash from kitchen and restrooms to dumpster and replace trash bags (Key for restroom trash receptacles located above towel dispenser in each restroom)
- ___ Close serving window and lock kitchen and pantry area
- ___ Adjust heating or air conditioning
- ___ Take all used kitchen cloths home to be washed
- ___ Check restrooms, make sure they are clean, toilets flushed and no water is left running
- ___ Return all equipment, table and chairs to designated area - leaving all areas neat
- ___ Make sure all lights are turned off
- ___ Secure building

LUTHERAN CHAPEL FACILITY USAGE REQUEST

TODAY'S DATE _____

DESCRIPTION OF ACTIVITY (Reunion, birthday party, shower, anniversary celebration, etc.)

PERSON/(S) REQUESTING FACILITY _____ PHONE: _____

E-MAIL AND/OR ADDRESS: _____

FACILITIES REQUIRED:
APPLICABLE

FEE/DONATION IF

(For upkeep and utilities)

- | | |
|----------------------------------|-------|
| _____ FAMILY LIFE CENTER | _____ |
| _____ FELLOWSHIP HALL | _____ |
| _____ KITCHEN | _____ |
| _____ CLASSROOMS (SPECIFY) _____ | _____ |
| _____ CHAPEL | _____ |
| _____ CHURCH BASEMENT AREA | _____ |
| _____ MEETING PLACE (PARSONAGE) | _____ |
| _____ SANCTUARY | _____ |
| _____ OTHER (SPECIFY) _____ | _____ |

PLEASE SPECIFY USAGE DATE AND SET-UP TIMES NEEDED - PLEASE BE SPECIFIC:

<u>Day</u>	<u>DATE AND TIMES REQUESTED</u>
_____ Sunday	_____
_____ Monday	_____
_____ Tuesday	_____
_____ Wednesday	_____
_____ Thursday	_____
_____ Friday	_____
_____ Saturday	_____

PLEASE LIST ANY OUTSIDE EQUIPMENT TO BE USED DURING USAGE OF FACILITY

I have read and understand the Lutheran Chapel Facility Usage Guidelines. I also understand it is my responsibility to clean facilities using attached clean-up checklist. _____ (Initial)

Signature _____

Date _____

FEE AMOUNT ATTACHED _____

Date _____

FEE FOR NON-MEMBER REQUEST, NON-MEMBER FUNCTIONS AND OUTSIDE GROUPS TO BE PAID WHEN REQUEST FORM IS SUBMITTED

DONATION AMOUNT ATTACHED _____

Date _____

IF YOU HAVE ANY CHANGES IN THE ABOVE INFORMATION, PLEASE NOTIFY THE CHURCH OFFICE AT 704-864-6491.