

# **St. Paul's Lutheran Church**

## **General Guidelines for Facility Use**

(Adopted/Approved 3-8-2020)

1. St. Paul's facilities are maintained and intended primarily for the furtherance of the congregation's ministry by church groups such as, but not limited to Sunday School, Youth groups, Women of St. Paul's, St. Paul's Men, Friendship Club, congregation committees, and sponsored organizations.
2. Use by members for church related and non-church related uses are permitted on an as available basis. Such uses may include but are not limited to family reunions, birthday parties, anniversary celebrations, and bridal or baby showers. Reservations shall include the name of a church member who will be present and be the responsible party to see that all guidelines are adhered to. At the discretion of the church office, Property Committee, or Congregation Council, reservations may not be accepted more than 30 days ahead of the intended use. All reservations are subject to cancellation in the event of a critical need by a church group, or for an unexpected funeral meal, visitation, etc.
3. No church facility may be used at any time for a purpose contrary to, or inconsistent with, the purposes and beliefs of the congregation as stated in its constitution and governing documents.
4. The following are not allowed on church property:
  - a. Use of tobacco products inside a building
  - b. Use of alcoholic beverages
  - c. Illicit drugs
  - d. Loud and/or abusive music
  - e. Illegal gambling
  - f. Profanity
  - g. Pets (unless a certified service animal, or otherwise authorized)
5. Nothing may be attached by nails, staples, or any other means which may damage any woodwork or painted surfaces.
6. Immediately after a function, before leaving, return tables and chairs as you found them unless otherwise instructed.
7. Tables, chairs, and equipment may not be taken from the building. (Exception being tables and chairs available for loan, and stored in the picnic shelter and/or storage building. These must be signed out and back in by the responsible party on the clipboard/form maintained in the shelter.
8. Each function shall leave the facility clean and fully usable for anyone who follows. In general, leave the facility better than you found it.
9. At the completion of the function, make sure all lights are off and doors locked.

10. Use for profit by non-church groups is prohibited, unless approved by a 2/3 vote of Congregation Council at least three months in advance. A member who shall be present and the responsible person would still be required.
11. PA system and other equipment will be operated only by persons trained to do so.
12. Anyone using St. Paul's facilities will accept responsibility for property damage or personal injury that may result from using facilities, waiving any and all responsibility on the part of St. Paul's Lutheran Church, its staff, leaders, and insurance carriers.
13. Children must be properly supervised at all times. If anyone is watching over children in a separate location from the rest of the group which is meeting, it is required that supervision includes at least two persons over the age of 18, and that no single adult is left with a single child other than a child for whom the person is a parent, or for whom they serve as a legal guardian.
14. Arrangements for heat or air conditioning must be made in advance with the church office.
15. Contributions to cover the cost of utilities are customary, appreciated, and may be required at the discretion of St. Paul's Congregation Council.
16. Any item, equipment, or facility found to be broken or in need of repair should be brought to the attention of the church office.
17. The responsible member shall see that following use of the facilities:
  - a. All kitchen trash cans are emptied and trash deposited in the receptacles outside
  - b. All toilets are flushed, no water running
  - c. Stoves and appliances are turned off and cleaned
  - d. No items are left in the refrigerator
  - e. All lights are off
  - f. All doors are locked
18. Additional requirements may be added, or exceptions made, on a case-by-case basis at the discretion of the church office, staff, Property Committee, or Congregation Council.

RESERVATION DATE \_\_\_\_\_

TIME RANGE \_\_\_\_\_

Facility to be used: ☐ Fellowship Hall ☐ Picnic Shelter ☐ Sanctuary

☐ Other: \_\_\_\_\_

RESPONSIBLE MEMBER – PLEASE PRINT \_\_\_\_\_

I have received a copy of the facility use policy, as the responsible person for the reservation shown above: \_\_\_\_\_

MEMBER'S SIGNATURE

DATE \_\_\_\_\_

Please return this signed form to the office in order to finalize your reservation, and keep one copy for your records.