

LAKEVIEW LUTHERAN CHURCH – FACILITY USE MANUAL

This Facilities Usage Manual and Appendix are intended to provide general guidance relating to the use of the facilities at Lakeview Lutheran Church at 4001 Mandrake Road, Madison, WI. Consistent with the congregation members' commitment to be good stewards of the facilities and other gifts that have been entrusted to them, their goal is to promote maximum use of the Church's facilities for ministering to members of the congregation and the public. The use of the Church's facilities should be respectful of the mission of Lakeview Lutheran Church and its program areas. All requests for use of the church building and grounds must be within these guidelines and approved by the Office Administrator, Pastor, or Church Council.

Questions or concerns about Church facility use guidelines should be directed to the Office Administrator, Pastor, or Church Council.

SECTION 1 - DEFINITION AND TERMS

- Church: Lakeview Lutheran Church (hereinafter called LLC) is located at 4001 Mandrake Road, Madison, Wisconsin 53704.
- Facilities: The Church's main building, Chapel, and grounds.
- User Group(s): All persons and/or groups that have been expressly authorized to use the Church's Facilities by the Pastor or Office Administrator.
- Facility Use Guidelines: See Appendix.
- Facility Use Fees: See the Facility Use Fees document.
- Facility Use Request: See the Facility Use Request Form.
- Facility Use Agreement and Release: See the Facility Use Agreement and Release Form.

SECTION 2 - CHURCH FACILITIES OVERSIGHT POLICIES

Purpose of this Manual

- The purpose of this Manual is to provide general guidance to the Pastor, Church Staff, Congregation Members and User Groups concerning the use of the Church Facilities. This Facilities Usage Manual does not create any contractual rights or entitlements among User Groups that have been authorized to use the Church Facilities.
- The Church reserves the right to deny, discontinue, suspend, or terminate a User Group's use of the Church Facilities at any time, with or without cause, and without prior notice or warning.

Equal Opportunity Policy

- It is the Church's policy and practice not to discriminate against any person in employment, use of the Church Facilities or any other matter based upon one's color, sex, national origin, or any other status protected under applicable federal, state or local law.
- The Church reserves the right to give priority to Church-related functions when scheduling and prioritizing use of the Church's Facilities and will work closely with the User Group to reschedule if necessary.

SECTION 3 - USE OF CHURCH FACILITIES

1. Examples of Acceptable Activities

- a. Worship Services
- b. Funerals/Memorial Services and Receptions
- c. Meetings/Conferences/Workshops
- d. Small gatherings of 100 people or less: Family reunions, Anniversary parties, etc.

2. Prohibited Activities: The Church may NOT be used for any of the following:

- a. Partisan political groups
- b. Serving or consumption of alcoholic beverages (unless approved by Church Council).
- c. Any purpose which is not consistent with the values of LLC.

3. Scheduling Use of Facilities

- a. Any User Group that desires to use the Church's Facilities should schedule and coordinate the request with the Pastor or the Office Administrator. The Church reserves the right to give priority to scheduled uses involving Church-related and Church-sponsored activities. If necessary, due to conflicting Church-related events the Church reserves the right to cancel and/or reschedule use of the Facilities. User Groups needing access to the Church's Facilities during times when the Facilities are otherwise closed to the public shall coordinate key access and security-related issues with the Pastor or Office Administrator.
- b. Events/activities and clean-up needs to be completed by 10pm except on Saturday when they need to end by 4pm due to a 5pm Worship Service.
 - i. If your event runs longer than originally scheduled, LLC reserves the right to bill for additional usage at an hourly rate of \$50 per hour.
 - ii. Clean-up includes returning facilities to their original state. If an unreasonable amount of clean-up by LLC is required after the event, there will be a labor charge of \$20 per hour to complete the work.
 - 1. The Office Administrator has the final determination regarding what is considered reasonable or excessive cleaning needed by LLC after the event.
- c. If Church facilities are to be used for a funeral or wedding, please consult with the Pastor and refer to the Funeral or Wedding Policy.

4. Cost of Using Facilities

- a. The fees are subject to change without notice and are intended to cover the actual cost to LLC for the facilities used.
- b. All users of Church facilities, except for programs, organizations, and committees of LLC, are asked to share the cost of building maintenance, utilities, and custodial service as outlined in the document: Facility Use Fees.

5. Compliance with Facilities Guidelines

- a. As a condition of being authorized to use the Church's Facilities, User Groups shall require their members and other participants, to adhere to and comply with all Facilities Use Guidelines as outlined in Appendix.

6. Security and Restricted Areas:

- a. Only the rooms approved for use are to be used by your group.
- b. Encourage your party to keep valuables (purses, gifts, cameras, cell phones, etc.) with them or give them to someone in your party for safekeeping. LLC is not responsible or liable for personal property left unattended.

7. Damage/Repairs & Insurance

- a. All user groups are responsible for conducting their activities in a safe manner. All damage to Church property shall be paid for and is the sole responsibility of the User Group.
 - i. User Group may be asked to provide a refundable security deposit.
 - ii. Damages may result in forfeiture of the security deposit and any expenses beyond the security deposit will be paid for immediately.
- b. The Church may require that a User Group show proof of liability insurance:
 - i. Individuals should provide proof of liability insurance from a homeowner's/renter's or umbrella liability policy with a minimum limit of \$300,000 per occurrence.
 - ii. Business and organizations should provide a formal Certificate of Insurance showing evidence of General Liability coverage with a minimum limit of \$1,000,000.
- c. No animals, except those assisting persons with disabilities, are allowed on Church premise.

APPENDIX

ADDITIONAL FACILITY USE GUIDELINES

- Please use and treat the Facilities as if they were your own.
- Coordinate room arrangements in advance with the Office Administrator.
- LLC is a smoke-free, alcohol-free, and weapon-free facility.
- Do not disrupt other User Groups using the Facility.
- Each User Group is responsible for monitoring and controlling the behavior of its members and participants. No one under age 18 is allowed to be unsupervised.
- Ensure that your User Group's members and participants do not engage in horseplay or running in the Church Facilities.
- Ensure that your User Group's members and participants use only the space that has been approved to be used, and that the User Group's members and participants do not explore or wander into spaces that have not been specifically included in the User Agreement.
- Encourage your party to keep valuables (purses, gifts, cameras, cell phones, etc.) with them or give them to someone in your party for safekeeping. LLC is not responsible or liable for personal property left unattended.
- Kitchen use is allowed on a limited basis.
 - Food can be stored in the refrigerator temporarily on the day of event.
 - There is no freezer available.
 - Sinks can be used to wash dishes, but the dishwasher is NOT to be used.
 - The stove, oven, garbage disposal, and coffee maker/pots are NOT to be used.
 - The microwave can be used if it is cleaned after.
 - User Group must bring their own plates, napkins, cups, silverware, and any other kitchen tools to be used.
 - Do not cut on stainless steel surfaces. Please use cutting boards – they can be found in the cupboards on the island. Wash cutting board when you are done and leave it out to dry.
 - Kitchen must be left in a clean, neat, and working order.
- Do not adjust or tamper with the heating, air conditioning or automatic window blind controls.
- User Group must bring their own audio control system. LLC's audio control systems are NOT to be used by User Group.
- LLC will NOT provide User Group with meeting equipment such as projectors, projector screens, laptops, phone access, extension cords, power strips, etc.
- Clean up spilled food and beverages.

APPENDIX

ADDITIONAL FACILITY USE GUIDELINES (continued...)

When Decorating:

- The User Group will provide any decorations used for the event.
- Floral arrangements may be placed on the tables. Any additional decorations must be discussed with and approved by the Office Administrator.
- No tacks, staples, nails, wire, glue, sticky tape, screws, pins, or gum may be used on walls, floor, chairs, or furnishings.
- Candles may NOT be used. Battery operated candles are an acceptable alternative.
- Rice, birdseed, glitter, real flower petals, and confetti may NOT be used.
- Any damage to the premises or equipment by the User Group and their guests will be the responsibility of the User Group and may result in forfeiture of the security deposit and additional fees for damage.
- ALL decorations or other equipment brought in by the User Group must be removed at the conclusion of the event. It cannot be stored at LLC.
- The telephone near the kitchen doorway is NOT to be used.

When Leaving

- All equipment and decorations must be removed and all cleanup completed no later than one hour after conclusion of event. Clean-up includes returning the facilities to their original state.
- All guests must leave the church grounds no later than one hour after conclusion of event.
- The kitchen must be left in a clean, neat, and working order.
- Tables and chairs must be wiped down if food or drink served. User Group can use buckets and rags found in the kitchen.
- Check all bathrooms, and leave them in a clean, neat, and working order.
- Please place trash and recyclables in appropriate receptacles.
- Ensure that your User Group's members and participants remember to take coats, purses, materials, and all other belongings.
- Turn off all appliances and lights.
- Close and secure all doors.
- Report any damage to church property to the Office Administrator.