

Faith Building Usage Policies

So that all church members and outside groups can enjoy our facility, we ask that you read the following guidelines and sign and return the Property Use Agreement and Release Form. A copy of the approval form will be returned to you. These forms and the use of the church facilities are for occasional usage such as a once only use or for a few hours one day each week or month.

Priority for approval shall be based on scheduled congregational events, congregational sponsored activities, non-profit organizations and general usage.

Requests for building use are managed through the church office. **No commitment for building use is finalized until the Property Use Agreement Form has been approved and executed through the Faith Lutheran Church Office.** We will make our best effort to process requests in a timely manner.

Approval for the use of the grounds and/or facilities of Faith Lutheran Church does not constitute or imply an endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its building or grounds that conflict with the practices of this congregation.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement Form from the church office or at our website: faithspicer.org
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement Form to the church office and you will be notified whether it is approved or not approved.
4. Once the Property Use Agreement has been approved, a damage deposit is due. Damage deposit minimum of \$200 and up to 75% of total usage fees. Deposit refunded if there is no damage or cleanup needed (**please write a separate check for the \$200 damage deposit – if no damage is recorded after the event, the check will be voided**).
5. The damage deposit will be returned upon a satisfactory review of the conditions with which the facility is left.

Faith Lutheran Church is not looking to make a profit from outside groups using our facilities. We make our building available for use to outside groups as part of our commitment to play a positive and active role in our community. However, there are many hard costs (custodial, administrative, lights, and electricity, supplies and general wear and tear on the building) involved in making our space available.

RULES AND REGULATIONS

1. **CHURCH PROPERTY** will not be loaned, borrowed, or removed from the church premises without prior permission from the church office.
2. **FACILITY CARE** The area used must be left clean and orderly with church furniture and property returned to its designated place – please leave the facilities the same or better than you found them. As small janitor cart will be available for clean up.
3. **KITCHEN AREAS** must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster behind the church. Church supplies are to be used for church sponsored activities only. We do have a commercial kitchen including commercial range and hood, commercial dishwasher, dishes and silverware. Sanitizing spray to be used on all surfaces after washing counters and tabletops. Outside groups are not permitted to use the kitchen except through specific prior arrangement and appropriate staff present. Usage fees may be adjusted depending on staffing needs.
4. Permission to use any **MUSICAL INSTRUMENTS** in the church must be granted by the Pastor or Director of Music. Piano and other instruments should not be moved except by permission from the Director of Music.
5. **SANCTUARY SOUND SYSTEM** is available for use upon request. The system must be operated by an individual pre-approved by the Director of Music or the church office. No other equipment may be attached to the church sound system without prior approval.
6. **NO SMOKING AND NO ALCOHOL USE ALLOWED ON PREMISES.** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms.
7. **BUILDING USE** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if the key is provided, the group or member will be responsible for locking the room/building and returning the building key.
8. **NO GAMES OF CHANCE** Gambling or bingo on the church premises is strictly prohibited.
9. **SUPERVISION OF CHILDREN AND YOUTH** The congregation seeks to provide a safe and welcoming environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
 - Adult supervision is required at all times both inside and outside of the church property including fire pit and parking lot.
 - Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
 - **Users must stay within the room rented.**

- 10. NURSERY USE** is available with prior permission from the church office. At least one (1) caregiver should be on site; must be at minimum eighteen (18) years of age.
- 11. FOOD AND DRINK** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silverware, table cloths, etc.) and remove them immediately after the event. Storing of catering equipment is not permitted.
- 12. NO DECORATIONS** may be attached to the walls or doors. Use tack strips available. * No confetti is allowed.
- 13. EMERGENCY SCHEDULING CONFLICTS** The congregation reserves the right to pre-empt any possible, and every attempt will be made to negotiate other arrangements.
- 14. STORAGE SPACE IS LIMITED** All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
- 15. BREAKAGE** All persons and/or groups using our facilities are expected to exercise reasonable care and judgement to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
- 16. SECURITY** The congregation is not responsible for theft or damage to personal property. The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that facility users not leave personal property unattended unsecured.
- 17. FINAL DECISIONS** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council's directions or forfeit the use of any part of the facility **immediately**.