

## **Introduction:**

Lutheran Church of Peace may make its facilities available to church and non-profit/service groups both inside and outside of our congregation provided such use does not interfere with direct church functions. Use of church facilities by individuals and non-member groups goes through our office staff in conjunction with the building manager and the pastor. It is a privilege to use the facilities and it is the obligation of all users to protect, maintain and preserve the facilities at all times. Users agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition.

It is the purpose of this policy to communicate expectations around building use. All building users who request use of space will receive a copy of this policy.

No activities will be approved or scheduled for:

- 1) Personal or commercial fundraising activities that do not directly benefit the work of the church
- 2) Political events, voting excepted
- 3) Worship that is not Christian
- 4) Activities which are in conflict with the vision and values of Lutheran Church of Peace
- 5) Wednesday evenings which have been reserved for LCP activities
- 6) Any event not deemed otherwise suitable

## **General User Requirements and Restrictions:**

Each user or group is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.

## ***Right of Refusal and Indemnification***

- 1) Lutheran Church of Peace reserves the right to refuse any Building Use Request and all applicants agree to hold Lutheran Church of Peace harmless as a result of any refusal. Moreover, Lutheran Church of Peace reserves the right to cancel any future scheduled use of the facilities for any reason, and without cause.
- 2) The user or group representative, by signing the "Request for Building Use" form, agrees to hold harmless and indemnify Lutheran Church of Peace, and individual members, with respect to any claim or loss, injury or damage because of negligence or wrongful performance of the user, including damage to the building, furnishings, equipment or property.
- 3) Lutheran Church of Peace reserves the right to schedule activities and events in other parts of the church facilities during use covered under a building use request. The approved building use request may include restrictions on what parts of the church may be used.
- 4) Should the premises or any part thereof be damaged or not usable fully or partially, the approved building use request agreement shall be suspended and Lutheran Church of Peace shall not be held liable or responsible to the user for any damages resulting thereon.
- 5) Lutheran Church of Peace is not responsible for the loss of any personal items.

## ***Appropriate Use of Space***

- 1) Those using church facilities must keep themselves to the areas specified in their approved Request for Building Use form.
- 2) For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.

- 3) Inappropriate behavior or misuse of the facilities will be cause for immediate termination of permission to use the facilities.
- 4) The transfer or passing on of permission to use church facilities by any one individual, group or organization to any other persons or organizations is strictly prohibited.

#### ***Church Equipment and Property Use***

- 1) Unless express permission has been obtained, users may not take tables and/or chairs, and other items from other rooms and/or areas of the church facilities. Furnishings, if approved for moving, must be returned to the original location.
- 2) The audio visual equipment is highly technical. Only authorized personnel may use the equipment.
- 3) Use of and/or movement of any piano and/or other musical instruments or equipment must be approved by the pastor, building manager or Music Coordinator.
- 4) Any damage to or loss of church equipment, or equipment in need of repair is to be reported immediately to the Church Office at 651-739-7094.

#### ***Alcohol, Tobacco, Weapons and Animals***

- 1) The use of alcoholic beverages or drugs is strictly prohibited in the buildings or on church property except for the use of wine in the administration of the sacrament of Holy Communion.
- 2) The use of tobacco products, including vaping, is strictly prohibited inside the buildings and within 25 feet of entrances, open windows, or air intakes.
- 3) No firearms or other weapons may be brought onto the church property or into any church facilities with the exception of law enforcement officers in the execution of their duties.
- 4) No animals are allowed in any part of Lutheran Church of Peace buildings with the exception of licensed service animals. No animals allowed in food preparation or serving areas.

#### ***Facility Cleanliness and Damage***

- 1) The facility is to be left in the same or better condition and cleanliness as the user found it.
- 2) Groups will wipe down all surfaces used with cleaning supplies located under the kitchen sink.
- 3) All postings and decorations are to be in good taste. They should not damage floors, walls, or furniture. No tacks or adhesive material may be used on painted or finished surfaces. The carpet must be protected from damage. All postings and decorations shall be removed from the church facility immediately after the event.
- 4) Any damage to the facilities is to be reported to the Church Office at 651-739-7094.
- 5) In the event of damage to the church facilities, the user shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the Church Council or their designee and shall pay the church for such repair and replacement costs upon demand.
- 6) All groups are to provide their own kitchen consumables including paper products and beverage products.
- 7) Groups are not to use kitchen equipment without permission.
- 8) All trash and recycling to be removed to proper containers on exterior of building. Any trash container liners that are removed to be replaced with new liners.

#### ***Building Use Priorities***

The scheduling of funerals takes precedence over member and non-member events. Such events may be canceled to accommodate funerals.

### **Scheduling and Approval Process**

Each individual, group or organization is required to complete and deliver to the Church Office, during normal business hours, a completed Request for Building Use form. The form is available on the church website and may also be emailed to office@lcpeace.org.

The church office staff will review the form, consult with other designated church representatives as necessary, and the user will be notified of approval or denial. Upon approval of the Request for Building Use form, the event/s will be listed on the church's google calendar.

For groups with ongoing requests, a new form must be submitted whenever there is a change in contact person or at the request of the church.

### **Door and Key Policy**

A code for the keypad on the west door entrance will be given to the leader of the approved organization. Please do not share this code with anyone else. Code will be changed periodically and users will be updated with a new code.

Distribution of keys to outside individuals and/or groups will be reviewed on a case-by-case basis. See Key Policy for details.

### **Group Representative**

Each group must designate a representative who will consult with the church office staff in advance of the event and be responsible for:

- 1) Controlling the behavior of the group members.
- 2) Regulating thermostats for heating and cooling, according to instructions.
- 3) Maintaining custody of a key, if needed, and unlocking and relocking all doors and windows.
- 4) Turning off all equipment and lights.
- 5) Accounting for damages to the facility.
- 6) Leaving the facility in the same condition as at the beginning of the event and for basic clean-up
- 7) There may be a penalty for not leaving the heating or air conditioning at the same level as at start of use.

### **Building and Property General Usage Fees**

Fees for use of the church building and property will be set on a case by case basis.

- 1) Usage fees will be payable as arranged and outlined in the signed building usage request
- 2) The approved building use request will specify the number of rooms and hours to be used.
- 3) Usage rates can be changed by LCP.
- 4) Lutheran Church of Peace reserves the right to charge additional custodial fees.
- 5) Usage of the sanctuary will require special permission

### **Property such as chairs and tables (off church property)**

- 1) May be used by members .
- 2) Must be reserved through the church office staff and returned to the proper location.
- 3) Tables and chairs from the upper level may not be used.

### **Wedding Usage**

Use of the church building may be authorized for wedding use. See pastor for information.