

# Christ Lutheran Church

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## Facilities and Grounds Use Policy

Revision 2

**Purpose:** Christ Lutheran Church (CLC) has established a Facilities and Grounds Use Policy for the purpose of managing and scheduling the use of the buildings and property.

**Responsibility:** The Executive Committee including the Pastor shall be responsible for the oversight of the Policy. Management of the facilities may be delegated to staff for particular purposes.

Generally the Pastor(s) will use their judgment to allow church usage per these guidelines. If for any reason they wish to refer a request to the Church Council, the Executive Committee is to be contacted and shall decide within a week if usage is granted.

### Policy:

1. *Areas & Rooms: Available for use by not-for-profit groups*
  - a. Sanctuary (by special request approved by Council)
  - b. Narthex
  - c. Kitchen
  - d. Education Wing
  - e. Individual Class Rooms
  - f. Nursery
  - g. Rest Rooms
  - h. Parking lot
  
2. *Areas & Rooms: Reserved for Church functions only*
  - a. Sanctuary
  - b. Sacristy (altar guild storage & work area)
  - c. Offices
  - d. Choir Room
  - e. Storage Buildings
  
3. **Facility Request Rules:**
  - a. Requests are to be called in (532-2774) or submitted to the Administrative Secretary.
  - b. Requests for use of areas of the church facilities and equipment will be scheduled on a "first come, first served" basis after the Administrative Secretary is informed.
    - i. The Administrative Secretary will confirm that there are no conflicting requests for the same date and time.
  - c. Church programming will have priority for needed use of the facilities and equipment.

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- i. In the event of an occasional conflict in scheduling space the guest group will be offered a different area of the building for that time should space be available.
  - d. The Administrative Secretary will place all requests on the CLC master calendar maintained on CLC's web site along with a paper copy posted in the work room. Posting on the website will enable other areas of the church to see what dates/rooms are available.
  - e. All guest groups must sign a CLC Hold Harmless Agreement.
    - i. An executed Hold Harmless Agreement shall be given to the church office at least one day prior to the Activity.
- 4. Kitchen Rules:
  - a. All Groups:
    - i. May use the kitchen non-perishable supplies (cups, glasses, dishes, utensils, coffee makers, etc.) and appliances.
    - ii. All utensils, dishes, cooking equipment used are to be washed and put away as found before use.
  - b. Guest Groups:
    - i. Are to supply their own food, beverages, coffee, etc.
    - ii. If using disposable plates, cups, paper products, plastic ware, the guest group will furnish their own supplies.
    - iii. Trash can plastic liners are to be tied shut and placed inside the back door of the Education Wing (not taken outside to the dumpsters).
- 5. Equipment Rules:
  - a. All equipment shall be used for the purpose intended.
  - b. Any equipment necessary outside the original request shall be supplied by the group.
  - c. CLC shall not be responsible or liable for any outside equipment brought onto the property.
  - d. Group is responsible for any damage to any CLC equipment except for normal wear and tear.
- 6. Off-site Rules:
  - a. Non-electronic church equipment may be signed out by members of the church for off-site personal events (i.e., an open house at the member's home) and returned in time for the next congregational use or with-in 24 hours after the event is concluded.
  - b. Member signing out equipment shall be financially responsible for any damage done to equipment while in possession.
  - c. Equipment sign-outs are on a first come, first served basis as determined by the Church Custodian.

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7. Children & Nursery:
  - a. Children are to be supervised by responsible adults at all times in all areas of the church.
  - b. The nursery is limited to children from the ages of newborn through 3 years of age.
  - c. Nursery equipment and toys are to be kept in the room at all times.
  - d. All rooms used are to be cleaned and/or toys put away before leaving.
  
8. Sanctuary Use:
  - a. Any group requesting use of the sound and video system must work with a qualified CLC technician. This must be arranged prior to the event with the Director of Music.
  - b. Only trained/experienced persons or students accompanied by a teacher are to use or play CLC musical equipment, including the organ and piano.
  - c. Any person playing the organ must meet with CLC organist before its use.
  - d. Sanctuary furniture cannot be moved except with special permission made at time of request.
  - e. No food or drink is permitted in the Sanctuary.
  
9. Exiting the Church:
  - a. Turn off all lights.
  - b. Close and lock all windows.
  - c. Filled trash bags shall be tied and placed inside the back door of the Ed Wing (not taken outside).
  - d. Check all 4 bathrooms (no running water, toilets flushed and clean, lights off).
  - e. Candles extinguished.
  - f. Musical instruments shall be put away or covered.
  - g. All exterior doors locked (there are 5 exterior doors: 1) narthex north – main church entrance, 2) narthex south – the fire exit facing 44<sup>th</sup> Street 3) Education Wing – rear exit, 4) office corridor exit, 5) sanctuary south – fire exit near the communion railing.
  
10. Guest group responsibilities prior to using the building:
  - a. Insurance.
    - i. Guest organizations shall be responsible for their own general liability insurance coverage and agree to name CLC as an additional insured on the policy with cover limits as indicated in the Hold Harmless Agreement.
    - ii. A copy of that insurance certificate is to be given to the church office as per the Hold Harmless Agreement.
    - iii. Member families and certain *non-profit groups* are exempt from insurance certificate requirements.
  - b. Each group is to designate two persons to be responsible for the key to the building (which may be obtained ahead of time).
    - i. Their names and telephone numbers are to be kept on file with the Executive Secretary (532-2774).
    - ii. Should the group not be recognized as a legal entity, the two designees shall be financially responsible for the use of the building as defined within these guidelines.

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## 11. Fees:

- a. No charge for member families and non-profit groups.
- b. Fees will be determined by the Executive Committee on a case by case basis for groups not covered by **Fees** (a) or as set by existing governing policies.

## 12. Other:

- a. No alcohol is permitted on church property and the building is a smoke-free environment.
- b. Kitchen telephone may be used for local calls only.
- c. Guest groups using the building regularly on a long term basis take precedence over those who do not.
- d. Funerals always take precedent: However, the pastors will make every effort to schedule a funeral around a pre-existing use of the building.
- e. Building must be vacated no later than 7:00 p.m. on Saturdays, unless prior approval has been granted.

### **Revision History:**

Original Date August 2006

November 2011: Removing reference to SCLC per Action Team

February 2012: Section 8, #d added by Property Committee

June 2012: Changed insurance requirements

Revision 2: Approved June 11, 2013

- Rewritten to fit new Policy Guidelines
- Renamed to "Facilities and Grounds Use Policy" from "Building Guidelines"