



Springs of Grace Lutheran Church

Facilities Utilization Policy

Effective Date: August 9, 2007

The purpose of this policy is to summarize the guidelines established by this congregation regarding the usage of its facilities, including the nature of permitted use, the manner in which usage may be requested and authorized, and the responsibilities assumed by its users.

POLICY FOR FACILITIES USE

Springs of Grace Lutheran Church welcomes the use of its facilities by members and non-profit service groups whose objectives are deemed by the Church to be fitting with those of the congregation. Business events will be considered on an individual basis at the discretion of church leadership and staff and only those events fitting for the mission of the church will be considered. Non-member personal events (birthdays, anniversaries, etc.) must be approved on an individual, case-by-case basis, by the church staff/council as outlined in this policy. The primary use of the building and all its facilities shall be for regular and special worship services and related activities. This shall take precedence over all other building uses. When problems arise, we will deal with them, to the best of our abilities, in Christian love. (Matt 18:15-17)

Scheduling

Congregational events have scheduling priority. All events shall be scheduled through the church office to avoid conflicts. A master calendar is kept in the church office and must be referenced prior to the consideration of scheduling. Scheduling and authorization of all non-church, but permissible-use activities, in the building will rest with the Congregational Council in cooperation with the Pastor.

User Responsibilities

The ultimate responsibility for the protection and maintenance of this congregation's facilities during use rests with the individual leaders of the various groups using the facilities. However, because of varying levels of familiarities with the operations of the facilities, the following responsibilities are attached:

1. Where the use of the facilities is limited to members of Springs of Grace or joint member and outside user usage, the Springs of Grace organization or group leader is considered to be responsible for ensuring proper cleanup, building security, etc., during and at the conclusion of each use.
2. Where usage is to be solely by individuals who are non-members, arrangements should be made for the presence of a designated responsible member during the building usage. Open/Lock-up Fee's may apply.

Application for Use

An "Application for Building Use" Form shall be completed for "special" Springs of Grace member events and all events sponsored by others. Application for recurring use of the building must be renewed annually. Space needs and arrangements should be explained on the application. The church staff and the Congregational Council have authority to disapprove any application for use.

Fees

There is Utility charge for use of the building as well as an additional, but refundable, cleaning deposit that must accompany all non-congregational events after the acceptance of a request. Cleaning deposits will be returned after the event, provided that the facilities are left in a condition equal to or better than that in which they were found. Cleaning deposits will not be returned in the event custodians require extra time and effort when returning the building to normal use as a result of these events. Please refer to the fee schedule (page 3) when determining charges.

Conditions of Use

All groups using the building will be bound by the following conditions:

1. Building use is limited to the area(s) requested and restrooms.
2. Groups are liable for damage resulting from the use of congregational property or equipment.
3. Adult supervision will be provided for all events.
4. Gambling and indoor use of tobacco products is strictly prohibited.
5. At no time shall any of the properties of Springs of Grace Lutheran Church be used for illegal purposes or purposes unbefitting a place of Christian worship. If questions arise in making this determination, the Pastor of Springs of Grace Lutheran Church shall be consulted in deciding questions of appropriate usage.
6. All rooms shall be left in the same condition in which they were found. The using group or individual must return all furniture, including utility tables and chairs, to their original location, and remove all trash.
7. No unsupervised use of the nursery is permitted. If the nursery is used, an adult (18 years or older) must be present at all times. Children are not to be left unattended.
8. For all scheduled uses of the facilities, other than programmatic uses by the congregation, a liability waiver, signed by a responsible party, must be on file in the church office prior to the event. Repeat users must renew the liability waiver once per calendar year.
9. No person or group may use any of the properties of Springs of Grace Lutheran Church for "For Profit" endeavors. Class Instructors, presenters, and performers may exact a fee from participants for purposes of time compensation and expense reimbursement.
10. The placement of signs, posters, etc., must be approved in advance.
11. The use of sound equipment owned by the congregation must be approved in advance.
12. Scheduled events may be altered due to funerals or other unexpected church needs.

Non-member Use Guidelines

1. Non-members may not use the kitchen facilities to prepare food for consumption, sale or to give away. Prepared food may be catered into the facility. Ovens and refrigerators may be used to heat and cool previously prepared foods.
2. Non-members are required to restrict their use of the facilities to those areas specified in the "Application for Building Use Form."
3. All non-member uses of the facilities are subject to cancellation or reschedule in accordance with the programmatic needs of the congregation.

FEE SCHEDULE

DESCRIPTION:	FEE:
Affiliated/Ministerial/Youth Group	No Charge/Donation
Member Refundable Cleaning Deposit	\$50.00/Refundable
Non-Member Refundable Cleaning Deposit	\$100.00/Refundable
Additional Fees:	
Member/Non-Member Utility Fee	\$35.00/per occasion
Non-Member Open/Lock-up Fee	\$25.00

APPLICATION FOR BUILDING USE FORM

First Name:	Last Name:			
Home Phone:	Work Phone:	Cell Phone:		
Street Address:	City:	State & Zip Code		
	Email:			
Purpose(s) for Request:				
Date(s) for Request:				
Hours of Use:				
Anticipated Attendance:				
What rooms in the church would you like to use? (circle all that apply)	Sanctuary	Fellowship Area	Kitchen	Classrooms
	Nursery	HWY9 Property	Parking Lot	Other
SIGNER BELOW HAS READ & AGREES TO THE FOLLOWING STATEMENT:				
"I understand that, as God has blessed Springs of Grace with these facilities, accompanied by the responsibility of its maintenance and care, it is my responsibility to treat the building with appropriate respect and to clean up any mess created by our activity as outlined in this policy."				
SIGNATURE of Requester and Responsible Party:			Date:	

Note: A Liability Waiver is also required (see page 4)

LIABILITY WAIVER

The following signatures indicate the party claiming responsibility for the building during its use and all participants under supervision and/or having equal participation of the building relative to the same use, here within relieve Springs of Grace Lutheran Church from all liabilities in the event of any injury or illness incurred while visiting the premises.

Date: _____

Signature:

Signature:
