

## FACILITY USE POLICY

### A. General Guidelines

- 1) St. Luke Lutheran Church is not a public building. St. Luke is owned by the Evangelical Lutheran Church of America (ELCA). Therefore, all events held in the church should be respectful of and comply with basic Christian doctrine. If the organization cannot assure that the event will follow this expectation, the Congregation Fellowship Committee shall evaluate the request and make the final decision if the event can be held.
- 2) The Church Office Manager will coordinate all events and dates.
- 3) All facility use fees shall be reviewed periodically and set by the Congregation Council.
- 4) All fees shall be paid prior to the scheduled event.
- 5) No smoking is allowed in the building.
- 6) All events held in the church shall be so controlled as to not cause a disturbance after 11:00 p.m. or prior to 7:00 a.m.
- 7) All events held in the church shall have a person designated as the person in charge. This person's name and phone number shall be provided to the Church Office Manager at the time of the request and shall be listed as the point of contact.
- 8) Requests by non-members of the congregation for use of facilities must be approved by the Congregation Fellowship Committee. Individuals or groups who derive a profit from their planned activities will be charged a Facility Use Fee.
- 9) Non-profit organizations or community service organizations need only approval by the Church Office Manager, Pastor, or Congregation Fellowship Committee.
- 10) The fee for Facility Use is as follows:  
  
0-50 persons = \$100  
51-100 persons = \$150  
101+ persons = \$200  
Kitchen Use Fee = \$100 (*to prepare food for an activity or meeting*)  
  
The Facility Use Fee is waived for active members of the church and non-profit, community service organizations. The Facility Use Fee may be reduced or waived for other organizations by the Congregation Council.
- 11) Individuals or groups who derive a profit from their planned activities will be charged the Facility Use Fee.
- 12) Any event involving "games of chance" will not be allowed.
- 13) The facilities shall be returned to their "as found" condition. If the custodian must do further clean-up following the usage, the individual or organization that used the facility may be billed an additional amount for the custodian's time.

- 14) When the kitchen is used, the requesting organization is expected to supply all of the consumables that are used. The plates, silverware, etc. in the kitchen may be used as long as they are properly cleaned and returned to their as found location.
- 15) Organizations utilizing church facilities on an "on-going" basis will carry liability and medical payments insurance to cover the liability and medical payments exposures resulting from the organization's use of the church facilities. The organization will have St. Luke Lutheran Church named as an additional insured on the organization's policy and will provide St. Luke Lutheran Church with a Certificate of Insurance showing St. Luke Lutheran Church as an additional insured. The organization agrees to hold harmless, indemnify and defend St. Luke Lutheran Church from any and all liability which may result from any person using the church building and grounds for the organization's purposes.

#### B. NAVE

- 1) The use of the Nave shall only be approved if the Pastor is in agreement with the manner of use. The Pastor reserves the right to refer all decisions on the use of the Nave to Congregation Council for approval. Typically only active members of the church will be allowed to use the Nave.
- 2) The Pastor shall be completely aware of the use of the nave and shall brief Congregation Council when requests have been made.
- 3) The Pastor of St. Luke shall be the officiant at any worship event taking place in St. Luke's Church (including weddings, funerals, etc.). The pastor may waive this provision at his/her discretion or with Congregation Council approval.

#### C. MEMBER EVENTS

- 1) Room usage will be scheduled by the Church Office Manager.
- 2) Specialty Rooms (Starlight Cinema, Creation Cave, Living Water Stages Drama, Bug Bytes & Faith Forest Floor) will only be scheduled with prior approval of the Christian Education Director or Pastor.
- 3) Food is allowed in the Social Hall, Activity Room and the Fellowship Café. Approval must be obtained from the Office Manager, Congregation Fellowship Committee or Pastor to have food elsewhere in the facility. All food items shall be removed at the close of the event.
- 4) Wine may be permitted at selected events held in the building or on church grounds with prior approval of the Congregation Fellowship Committee. The Congregation Fellowship Committee may seek advice or recommendation from the Pastor.

- 1) Promote Mission/Value Statement of St. Luke Lutheran Church
- 2) Monitoring of Events:
  - a. Approval of New Ministries
  - b. Direction for Existing Ministries
- 3) Maintaining Ongoing Fellowship Events, i.e.,
  - a. Family Celebration Event Picnic (May)
  - b. Annual Church Picnic/Pig Roast (August)
  - c. Fall Family Festival (November)
  - d. Winter Celebration (February)
  - e. Lenten Soup & Salad Fellowship
  - f. Easter Breakfast
  - g. New Member Luncheon (January)