

## Church Facility Use Policy

The pastor or his official designee must approve all uses of church property and facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church.

The church believes that its property and facilities are to be used for the fellowship of the Body of Christ and to bring glory to God. Although the facilities are not generally open to the public, we sometimes make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian service that is consistent with the Gospel of Jesus Christ. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws, and in various places on its website [www.yourpeace.org](http://www.yourpeace.org), and on the website of The Lutheran Church—Missouri Synod, [lcms.org](http://lcms.org).

This facility use policy is consistent with our belief that allowing our property and facilities to be used for purposes that we determine are contrary to this church's beliefs would be an endorsement of those purposes and a contradiction and grave violation of the church's faith and religious practice (2 Cor. 6:14; 1Thess. 5:22). Further, it is important that the church present a consistent message to the community and that the church staff and members conscientiously maintain that message as part of their Christian life and as a witness to others that is consistent with the Gospel of Jesus Christ. Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church understands all of its property as a gift from God to be received with thanksgiving and to be set apart and used to the honor of Jesus' name in ways that are consistent with our faith in Him (Col. 3:17).

Consistent with this policy, church property, facilities and equipment will be made available to non-members or outside groups which affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.

### **I affirm that:**

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge, the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matt. 18 and 1 Cor. 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

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Name

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Date

## FACILITY USE REQUEST FORM

*Please return completed form to **Amy Betts, Parish Administrator** in the church office as far in advance of date requested as possible to confirm your reservation. Checks payable to Lutheran Ministry Center.*

1. \_\_\_\_\_ Date: \_\_\_\_\_  
(Group or Individual requesting use)

2. Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Date(s) Requested: \_\_\_\_\_  S  M  T  W  R  F  S

If recurring - Start date: \_\_\_\_\_ End date: \_\_\_\_\_

4. Time of day: Begin: \_\_\_\_\_ End: \_\_\_\_\_

5. Member or regular attender who will be present: \_\_\_\_\_

6. I have access to the building (key).  I will need access to the building.

7. Facilities needed (please check all rooms you plan to use):

Sanctuary  Kitchen  Fellowship Hall  Lounge

Multi-purpose Room (Worship Center on Main Level)

*(Groups are restricted to only those areas of the facility that have been reserved)*

8. Equipment needed:

TV/VCR/DVD  Boombox  Coffee Pot(s)  Organ  
 Sound System  Overhead Projector  Screen  Podium

9. Furniture/Kitchen items Requested (please indicate number required)

\_\_\_\_ Tables  Coffee Urns  100 cup  12 cup  
\_\_\_\_ Chairs  Refrigerator  
\_\_\_\_ Dishes & Cutlery  
\_\_\_\_ Linen Tablecloths (\$8 per tablecloth)

Please explain activity to be held: \_\_\_\_\_

Estimated number of people involved: \_\_\_\_\_

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use & Kitchen Etiquette" – page 2)

\_\_\_\_\_  
**Signature of Responsible Party** Date: \_\_\_\_\_

### Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and bring it out to the trash cans outside the building.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up.
8. Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

### KITCHEN ETIQUETTE

1. Check with church office for availability of date desired.
2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen.
3. Please return items to designated cupboards. Cupboards are labeled for your convenience.
4. Please take home all food and beverage items. We have limited space to store these in our one refrigerator.
5. **Clean-up:** Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. **Leave used dish cloths and towels in the sink.** They will be picked up and laundered. **Trash:** Trash should be put in garbage cans and tied. Place outside in trash receptacles. Also, please put recyclables in correct container.

**Thank You for your co-operation.** Please help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>For Office Use Only:</b>	
Approved by: _____	Date: _____
Copies to be sent to: <input type="checkbox"/> File	<input type="checkbox"/> Confirmation sent _____
<input type="checkbox"/> Treasurer	
<input type="checkbox"/> Custodian	
<input type="checkbox"/> Administration	

## CHURCH FACILITY RENTAL POLICIES

1. This church is a smoke-free building.
2. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. A damage deposit of \$\_\_\_\_\_ is required. Damage deposit will be returned to renter if facilities are left in satisfactory condition (determined by staff).
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. All fees for rental of facilities and equipment are payable to the Lutheran Ministry Center and a minimum of 1/2 of total fees is due to the Parish Administrator upon booking. The deposit and signed approved request form is your reservation. Final payment is due on or before the day of the scheduled event.
5. Children's Groups: Leader(s) must be first in and last out of the building. Leader(s) are responsible for children at all times.
6. Supplies and toys must not be used except by permission. In addition, permission must be obtained from the Parish Administrator for storage of all items belonging to your group. All items stored in the building must be labeled with your group name and stored in the designated storage area approved by the Building Committee. Respect other's storage items and keep storage area clean and tidy.
7. Indemnification: It is an express term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the Renter.
8. All bookings and arrangements must be made through the parish administrator at least two weeks prior to the event.
9. Bookings and arrangements in unusual circumstances may be directed to the Peace Lutheran Church Council for approval.
10. Cancellation: A full refund will be given if cancellation notice has been given \_\_\_\_\_ weeks prior to the event. Anything less than \_\_\_\_\_ weeks notice, one-half of the payment will be refunded.

### RENTAL RATES

Space	Active Member*	Inactive & Non-Members
Sanctuary	\$50	\$175
Multi-purpose Worship Space	\$25	\$50
Fellowship Hall (including kitchen)	\$75	\$200
Lounge (lower level)	Free	\$25

\*An active member is someone who has attended any Peace Lutheran Church worship service within the last year.

### RENTAL AGREEMENT

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by Peace Lutheran Church.

Facility Rental to be paid in full along with this form:           \$ \_\_\_\_\_

Renter's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Please print

Approval from: \_\_\_\_\_ Date: \_\_\_\_\_