

OUR SAVIOUR LUTHERAN CHURCH (OS)

Facility Use and Property Loan Policy

Adopted by Council November 13, 2019

excludes weddings

Anyone desiring to use the facility, congregational member or otherwise, is required to complete a Facility Use Form, at least one month in advance of the event, and place the completed form in the Facilities Use Manager's mail box. Every effort will be made to notify you of the decision within two weeks of submission. The only exceptions to the one month requirement are regularly scheduled monthly meetings of OS standing committees as defined in the bylaws, and funerals. However, a form must be completed even for these meetings to avoid conflicts.

Except for regularly scheduled monthly meetings of OS standing committees, and funerals, all forms will be reviewed and approved by the Facilities Use Manager.

The facility constitutes the building and grounds, including the pavilion.

Basic Rules:

1. Requests for use of the Sanctuary (Worship Space) are limited to congregational members and affiliated churches in general for worship services and ceremonies, in accordance with Synod guidelines. These requests should be directed to the Pastor and may be approved after checking the church calendar and notifying the Facility Use Manager.
2. No events may be scheduled during church services.
3. Unless otherwise approved, all non-church events will end no later than 10:00 p.m.
4. If a church member or affiliate church would like to borrow tables and chairs for use outside of church property, a Property Request Form must be submitted to the Facility Use Manager for approval.
5. Children and Youth must have adequate supervision in the building. Non-church sponsored activities should have an adult to child ratio of not greater than 1:10.
6. If you turn it on, turn it off. Examples: water, lights, coffee pots, etc.
7. Keep windows closed. The heat or air conditioning is always on. No unauthorized adjusting of mechanical systems.
8. Use only public space, such as restrooms and corridors, and rooms for which you have been approved to use. Please refrain from entering the Sanctuary.
9. Food and drink are not permitted in carpeted areas for non-church use.

10. You are responsible for clean-up and removal of all items brought to the church. In addition, you are responsible for cleaning all spills, wiping tables, sweeping crumbs, bagging any trash and placing it outside the side door in the Fellowship Hall.
11. Use of pantry items for non-church activities is prohibited.
12. Report problems immediately to the Facility Use Manager (telephone number to be provided).
13. No smoking is permitted inside the building.
14. No alcohol is permitted on the property, except for sacramental purposes as observed by the ELCA, and one ceremonial toast for special occasions e.g. weddings and anniversaries.
15. Church telephone should be used only for emergencies.
16. Proof of liability insurance may be required under certain circumstances.
17. Weddings are the exception to the Group Classifications. Please follow current requirements for Wedding Coordination Services found in the Policy and Procedure Manual in the Church Office. Additional forms must be completed and will be provided by the Wedding Coordinator; however, a Facilities Use Form must be completed.
18. In the case of an unexpected conflict with a church event (such as a funeral) the event may need to be rescheduled.
19. No wall hangings are to be removed during the hall rental period.

Group Classifications:

- 1. OS Sanctioned Groups --** Christian Education, OS Committees and Fellowship.
 - a. Scheduling: Check the Scheduling Calendar or call the church office to see if other activities are scheduled. If not, complete a Facility Use Form so your space can be reserved for you to avoid any conflicts.
 - b. Donation: none.
- 2. OS Church Member Represented Groups --** Fraternal organizations, non-profit community groups with member present during use.
 - a. Scheduling: Complete a Facility Use Form.
 - b. Donation: Minimum donation of \$50, *payable after approval to use facility*.
- 3. OS Church member Private Functions --**
 - a. Scheduling: Complete a Facility Use Form.

- b. Donation: Minimum donation of \$50, *payable after approval to use facility*.
This is for immediate family use only. Extended family and friends of church member do not fall into this category so as not to abuse the system.

4. Non-member/non-profit organizations and individual non-members --

- a. Scheduling: Complete a Facility Use Form.
- b. A deposit of \$200 is required and must accompany the Facility Use Form. Date requested will not be reserved until deposit is received. Deposits will be returned within thirty (30) days after the facility has been inspected. **Any costs associated with cleanup or repairs will be deducted from the original deposit amount.**
- c. Donation: Checks should be received a minimum of 14 days before the event and should be made payable to Our Saviour Lutheran Church and indicate “facility use” in the memo field:
 - i. Fellowship Hall -- \$75 per hour. Use of the Fellowship Hall includes use of public spaces (halls and restrooms). Tables and chairs are included. Also includes use of kitchen which is limited to use of: refrigerators and freezers when space is available, microwave, sinks, island and kitchen utensils.
 - ii. Kitchen -- \$100 per event to use stove/oven/grill top.
 - iii. Classroom -- \$20 per hour.
 - iv. Nursery -- NOT FOR USE BY OUTSIDE GROUPS.
 - v. Pavilion -- \$10 per hour or maximum of \$50 per day. Use of the pavilion is limited to daylight hours only. Use includes the use of restrooms and restroom access only.

5. Fundraising Groups -- Special approval is required for such groups.

- a. Scheduling: Complete a Facility Use Form.
- b. Donation: Group with a church member participating, minimum donation of \$50; outside group see above donation schedule, *payable after approval to use facility*.

If a check is returned for insufficient funds, our bank charge for this will be added to the fee for use of the building and a certified check will be required from the requestor immediately to continue to hold the facility for their event.