



First Evangelical Lutheran Church Policy & Procedures



SUBJECT: First Evangelical Lutheran Church's (FELC) Building Use – General Use of Building Facility and Property	DEVELOPED BY: First Evangelical Lutheran Church; Pastor & Church Administrator, Administration Ministry Team
REVISION DATES: 12/5/2011	DATE ADAPTED:

PURPOSE:

- A. The following policy establishes the general guidelines regarding the use of FELC church building/facilities and property both at the church and on loan for use away from the church.
- B. Specific policies are written for portions of the church that require special considerations (i.e., MATRIMONY/WEDDING POLICY).

POLICY:

- A. The church building/facilities and property shall be primarily used by the congregation to teach the Gospel and spread the Christian faith in this community.
- B. The church facilities and properties may be used by all the organizations of the congregation, as required, to carry out their ministries. Reservations of rooms and/or equipment for special events must be made in advance through the church office.
- C. General Policies:
 - 1) All users of the church shall show respect for the worship space and all things Holy.
 - 2) The church is a NON-SMOKING facility.
 - 3) NO ALCOHOLIC DRINKS are allowed in church facilities or on church grounds.
 - 4) If people or organizations abuse the use of church facilities, these people or organizations will be prevented from future use. The Parish Administrator, supported by the Congregational Council will determine use/non-use of the facilities in these situations.
 - 5) Food and drink is normally only allowed in the Fellowship hall and kitchen
- D. Certain restrictions on other usages are necessary in order to protect the interests of the congregation. These are:
 - 1) Members of the congregation desiring to use the facilities for personal purposes must submit a CHURCH BUILDING USE FORM to the Church Administrator. The CHURCH BUILDING USE FORM is attached to this policy and will be available in the church office. Approval will be determined, by the Parish Administrator on building availability, intended use of the facilities, and the size of the group. If a question arises regarding the intended use of the facility the Parish Administrator, supported by the Congregational Council will make a determination.

- 2) Use of church facilities or property by nonmember individuals or organization:
 - (a) need a congregational member sponsor or team, who will be attending the scheduled event and willing to accept the responsibility to assure the use will not violate the FELC values, beliefs or policies and that the facilities will be left in the same conditions as that prior to usage. The sponsoring congregational member or church organization is required to obtain this approval on the FELC Building Use Form. A suggested donation for nonmembers is given in the following table (if not directed by other specified use policies):

Church Facility	Suggested Donation (per day)
Sanctuary	\$50
Kitchen	\$50
Fellowship Hall	\$50
Fellowship Hall & Kitchen	\$75
Classroom	\$20
Lounge	\$35

- 3) **Nonmembers will be required to submit a refundable cleaning/damage deposit for use of church facilities of \$100.** After use of the facilities, cleaning is the responsibility of the user and must be done immediately following the event. A CHURCH CLEAN-UP CHECKLIST is attached to this policy to guide clean-up activities and to determine if additional clean up is required. If additional cleaning is required, the FELC Property Ministry Chairman will appoint someone to complete the job. An hourly rate will be assessed and the amount will be deducted from the cleaning/damage deposit. This checklist will be handed out with the CHURCH BUILDING USE FORM when use of a facility is first being discussed. Groups using the facilities on a periodic basis will be assessed the cleaning/damage deposit only once to be held for the duration of the use. If the deposit is forfeited, a new deposit will be required.

E. Members of the congregation may borrow church property for use off the premises with the approval of the Church Administrator with the following understandings.

- 1) Property will be immediately returned if need for it arises at the church.

F. **Request for property will be documented as to what is being taken from the premises and when it will be returned. The office needs to be notified of returned property. All property needs to be returned in the same condition it was taken in.**

<p>APPROVED BY:</p> <p style="text-align: center;">Larry Cudmore, FELC Church Pastor</p>	<p>APPROVED BY:</p> <p style="text-align: center;">Greg Katainen, FELC Church Council President</p>
<p>APPROVAL DATE:</p>	<p>APPROVAL DATE:</p>