

Facilities Use Policy and Procedures

MESSIAH LUTHERAN CHURCH Madison, AL

The entire property of Messiah Lutheran Church is the gift of God and dedicated to promoting the Christian faith in accordance with Lutheran tradition.

A. PURPOSE

The purpose of this policy is to promote the use of our facilities in a manner consistent with the above statement so that God is honored with every use. Further, it is the purpose of this policy to establish the procedures for submission of requests for facility use, and the criteria for review of such requests.

B. POLICY

We believe that the spiritual objective of Messiah Lutheran Church can best be realized by programs and activities which implement the following basic functions: to proclaim the Word of God, to worship, to educate, to minister, and to "Reach Out" to our neighbors to draw them into the church of God. The regularly scheduled activities of this church shall take precedence over other activities. To the extent feasible, special activities, such as weddings, will be fit into the schedule.

The primary purpose of Messiah Lutheran Church is to carry out the mission and ministry of the congregation. As part of that mission, it desires to provide outreach to the community and has a number of longstanding relationships with community organizations. The congregation is willing to consider requests from organizations to share its facilities on a longer term basis.

C. PROCEDURES

This guide should help individuals and organizations request permission to use the congregation's facilities.

All requests for use of Messiah Church facilities must be submitted to the Church Office. Most requests will only require completing, signing, and submitting the Facilities Use Request. The requestor will be contacted as soon as possible once a decision has been made by the appropriate church representatives.

Requests submitted by members of Messiah will be scheduled by the Office Manager if possible, with advice from the Executive and Council if appropriate.

Requests for use of Messiah facilities by non-members will be referred by the Office Manager to the Vice President of the Congregation, who will present the request to the Executive Committee and the Church Council at the next meeting for the Council's decision. It is the responsibility of the person making the request to ensure that sufficient time is allowed for review.

Generally, use of the facilities is granted on a "first requested" basis. However, it is recognized that scheduling conflicts will occur. Conflicts in requests for the use of facilities shall be resolved using the following priority list (highest first):

- a. Regularly scheduled Messiah functions and activities.
- b. Messiah Church or sponsored organization functions.
- c. Request by a member of Messiah Lutheran Church.
- d. Church-affiliated charitable organizations.
- e. Non-church affiliated charitable organizations.
- f. Non-church affiliated nonprofit organizations.
- g. Other requests on a case-by-case basis.

Groups that are not part of MLC, or are not MLC-sponsored organizations, must execute a contract with the Messiah Lutheran Church Council. The contract will detail the conditions and responsibilities of the using group and the church. The Facilities Policy and Guidelines will generally apply. In case of a conflict between the Rules and Regulations and the contract, the terms of the contract will apply.

Messiah's congregational worship and programs have first priority for use of the building. The second priority is non-profit organizations that are supported by the congregation and then to other non-profit organizations. Lowest priority is given to for-profit enterprises.

Approval for the use of the grounds and/or facilities of the congregation does not constitute or imply endorsement of a group, its mission, or its positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. All advertising must be approved by Council. No activities or advocacy may take place within the congregation, its buildings, or its grounds that conflict with the policies and practices of this congregation, the Southeastern Synod, or the ELCA.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Property Use Agreement Form, including Release

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement from the church office.
2. Attach any additional information you feel might be useful in helping the Congregation Council to determine if we can accommodate your request.
3. Return the Property Use Agreement to the Church Office. You will be notified of the Council's decision made at a regularly scheduled monthly Council meeting. (The Council usually meets the second Thursday of each month.)

FEES FOR FACILITY USAGE

A deposit may be required for all non-church sponsored events. This deposit will be returned after satisfactory inspection to assure complete and proper clean-up.

A Schedule of Charges is attached.

RULES AND REGULATIONS

1. **POINT OF CONTACT.** A single individual must be identified as the point of contact for any event. If a church member is sponsoring an outside group, that church member must be present when the event occurs.

2. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the Church Office. Church property such as chairs, tables, tablecloths, etc may be used when using the facility under the rules herein.

3. **FACILITY CARE.** The church area approved for use by your group must be left clean and orderly with church furniture and property returned to its designated place. See the attached Facilities Use Checklist for details.

4. **KEYS.** If keys are given out, they must be signed out from the Church Office by the contact person, who is responsible for their return, locking up and replacing lost keys.

5. **NO SMOKING and NO ALCOHOL.** All members of all groups using our facilities shall abide at all times by a "no smoking" and "no alcohol" rule in all parts of the building, including corridors, restrooms, and parking lot.

6. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows, and returning all thermostats to the required temperature for the season. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.

7. **NO GAMES OF CHANCE.** Gambling or bingo on the church premises is strictly prohibited.

8. **SUPERVISION OF CHILDREN AND YOUTH.** The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults should be present at all times during any program or event involving children (i.e. younger than 18).
- Adult supervision is required at all times both inside and outside of the church property, including playground and parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

9. **FOOD AND DRINK.** Food and drink should be limited to designated areas. No food or drink is allowed in the Sanctuary. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g., dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.

10. SANCTUARY

- a. Any non-member use of the Sanctuary must be approved by the Church Council or the Executive Committee, and is subject to the general guidelines.
- b. Decorations which are unsuitable and which tend to destroy the sacredness and dignity of the sanctuary and detract from the spiritual nature of the Sanctuary will not be permitted. The appointments for worship are to be respected and not moved. This includes the baptismal font, candles, the cross, the altar, and the open Prayer Book on the altar. (Exceptions to moving any of these items may be made by the pastor.)
- c. Seasonal decorations placed in the Sanctuary by the Altar Guild may not be removed.
- d. No food or drink allowed in the Sanctuary.
- e. Clean-up must be accomplished according to the Facility Use Checklist.
- f. The Sanctuary sound system is available for use upon request. The system must be operated by individuals trained and pre-approved by the Church Office. No other equipment may be attached to the church sound system without prior approval.
- g. Permission to use the piano, organ and/or hand bells must be granted by the pastor or Director of Music. Piano and/or organ should not be moved except by permission from the Director of Music and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for the cost of tuning the piano after replacement.

11. NURSERY

- a. The nursery is available only for church functions and church sponsored events.
- b. All use of the nursery must be supervised by a responsible paid adult who has had training and/or experience in child care. Payment of the nursery supervisor is the responsibility of the using group.
- c. Use of the nursery is strictly limited to children no older than four years of age. Food or beverage is limited to those foods appropriate for this age group.
- d. Toys and equipment to be used in the nursery is limited to those provided by Messiah Lutheran Church.
- e. Cleanup must be accomplished according to the Facility Use Checklist.

12. FELLOWSHIP HALL

- a. The Fellowship Hall is available for use subject to the general guidelines.
- b. Use of the kitchen will require supervision by a member of Messiah Lutheran Church.
- c. Kitchen use is limited to serving.
- d. Church supplies are not to be used except by church-sponsored activities.
- e. Use of stove and microwave is limited to warming food. No cooking is allowed.
- f. Coffee makers may be used but cups, plates and eating utensils must be provided by the using group.
- g. Food and beverages will be limited to the Fellowship Hall.
- h. Clean-up must be accomplished according to the Facility Use Checklist.

13. **PARISH HALL**

- a. Use of the Parish Hall is subject to the general guidelines.
- b. Food and beverages will be limited to the Parish Hall and the associated kitchen.
- c. Cups, glasses, and eating utensils must be provided by the using group. Church supplies are not to be used except by church-sponsored activities.
- d. Use of the kitchen will require supervision by a member of Messiah Lutheran Church.
- e. Clean-up must be accomplished according to Facility Use Checklist. It is the responsibility of a designated church member, to assure completion of the clean-up and securing the facility after the event.

14. **CLASS ROOMS**

- a. Classrooms are available for use by small groups subject to the general guidelines.
- b. Materials in the room or on the walls are not to be disturbed.
- c. Additional chairs brought into the room must be returned.
- d. Cleanup must be accomplished according to the Facility Use Checklist.

15. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not damage the surface. All such decorations must be removed immediately and completely following the event. No nails, tacks, or screws are to be inserted into any part of the building or woodwork. No carpentry work is allowed by anyone without approval of Council.

16. **SCHEDULING CONFLICTS.** The congregation reserves the right to pre-empt for its own needs any request for facility use that has been granted. Notice will be provided as early as possible.

17. **STORAGE.** Excess storage is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

18. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc., any part of the building and/or its furnishings and equipment that, in the judgment of the congregation, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

19. **SECURITY.** The congregation works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.

20. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or its delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council's directions or forfeit the use of any part of the facility.

Schedule of Charges

In all cases the use of facilities is subject to review and approval by the Church Council.

Members:

- Use of facilities for church functions is without cost except for the use of the nursery.
- Use of facilities for member sponsored events that are not church functions must receive prior approval by the Church Council. A fee of \$200 will be charged for cleaning unless reduced or waived by the Church Council.

Non-Members:

Fees for use of facilities is for non-members only. Fees are due at the time of the event.

Sanctuary	\$500
Fellowship Hall	\$100
Parish Hall	\$200
Parish Hall and Kitchen (No use of MLC supplies)	\$300 \$50 -- Kitchen Supervisor
Classroom (each)	\$50

A security deposit of \$250 will be required for any use of the facility except classrooms. This deposit is due at the time the reservation is made. This deposit will be returned if proper cleaning has occurred and no damage has occurred.

The nursery is provided by Messiah during regularly scheduled church functions. For other member functions, the cost of nursery staff must be provided by the using group. A nursery is not provided for outside groups.

Non-Member, Recurring Use:

Non-Member users will provide payments as agreed by the approved Facilities Use Contract and Release Form. A payment of Ten percent (10%) of the gross receipts will be requested unless other payments are mutually agreed.

Required payments will be given to the Church Office monthly or as frequently as payment is received by the user.

Facilities Use Checklist

At the conclusion of each event, the following items should be completed. These requirements apply to those portions of the facility that were used. This checklist applies to all uses of the facilities by members or non-members. The general requirements are that the facilities should be left in the same condition as it was when you started.

The following checks apply to all parts of the facility.

- Any accumulated waste should be placed in plastic bag(s) and placed in trash container at the back of church parking lot.
- Floors should be free of debris and, if necessary, should be mopped (Kitchen - Bathrooms) or vacuumed. Any cup, glasses, or unfinished snacks should be removed.
- Furniture and equipment should be returned to its original location.
- Any furniture or equipment brought into the room should be returned to its proper location.
- All decorations should be removed unless prior arrangements have been made.
- All lights should be off.
- Thermostats reset to original settings or to seasonally appropriate settings.
- All doors should be closed and outside doors locked.

The following checks apply to specific rooms in the facility. Complete those checks that apply.

Sanctuary

- All Hymnals should be returned to their original location.
- All papers and other debris should be removed from the pew and Hymnal racks.
- Check for debris under the pews and on the floor.
- Organ, Sound system, and lights should be off
- Sanctuary doors should be closed.

Narthex and Hallways

- Any additional items (tables, chairs, easels, posters, etc.) should be removed.
- Be sure outside door is locked when you leave.

Sunday School Rooms

- All tables, chairs, and counter tops should be wiped clean.
- Tables, chairs and other furnishing should be returned to original location.
- Lights should be turned off.

Multipurpose Rooms

- All tables and chairs should be wiped clean.
- Lights and sound equipment should be turned off.

Kitchen

- Any items used (utensils, pots, pans, dishes, silverware, etc.) should be cleaned and put away.
- All cooking appliances (microwave, stove, oven, etc.) should be free of spills and cleaned with disinfecting cleaner.
- Counter tops should be cleaned with disinfecting cleaner and wiped dry.
- All cooking appliances must be turned off.
- Coffee maker should be clean (grounds must be removed, pots washed and returned to maker)
- Refrigerator and Freezer should be free of spills and all food not belonging to Messiah should be removed unless prior arrangements have been made.
- All sinks are to be cleaned with disinfecting cleaner, rinsed and wiped dry.
- The garbage disposal should be run to ensure no food debris remains and left in the off position.
- The dishwasher must be free of all food debris and in the off position
- All floors are to be swept and mopped
- All trash receptacles are to be emptied and clean bags replaced
- Hood lights and fan should be in the off position
- All lights should be turned off.
- Cleaning supplies should be returned to the closet.

Bathrooms

- Counter tops and sinks should be cleaned and wiped dry.
- Floors should be swept and mopped if needed.
- Lights should be turned off.

Nursery

- All toys should be picked up, cleaned and sanitized if necessary, and put away
- Floor should be vacuumed if needed.
- Bathroom and sink should be clean
- All trash should be removed (no soiled diapers are to be left in the Nursery)
- All rocking chairs, large toy pieces, and cribs are to returned to original location
- Lights should be turned off and doors closed
- All books and puzzles should be returned to shelves and racks
- Floor should be vacuumed
- Disposition of dirty linen, etc., should be coordinated with the Messiah POC

Fellowship Hall

- All tables and chairs should be wiped clean
- Coffee bar counter top and sink should be wiped clean
- Coffee maker should be clean (grounds must be removed, pots washed and returned to maker)
- Coffee maker and warming plate should be clean and in off position and unplugged
- All trash receptacles are to be emptied and new bags replaced

If any irregularity within the facility is found, please contact the Church Office as soon as possible. The telephone number for Messiah is 256-721-0041. Please call during normal business hours.

Thank you for your cooperation in maintaining our Church building. We hope you have enjoyed holding your event here. If the above criteria are met, any cleaning fee will be waived.

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