

# **Facilities Use Policy and Procedures**

## **MESSIAH LUTHERAN CHURCH Madison, AL**

The entire property of Messiah Lutheran Church (MLC) 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 form. 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 for church sponsored events will be scheduled by the office manager if possible, with advice from the MLC Council if appropriate.

Requests submitted by members for non-church events, or by non-members for use of Messiah facilities will be referred by the office manager to the president of the congregation, who will present the request to the MLC Council 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 MLC functions and activities;
- b. MLC or MLC sponsored functions;
- c. Request by a member of MLC;
- d. Church-affiliated charitable organizations;
- e. Other non-profit organizations;
- f. For-profit 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 MLC 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.

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. 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.

### **STEPS TO FACILITY USE SCHEDULING**

1. Obtain and complete a Facility Use Request form from the church office.
2. Attach any additional information you feel might be useful in helping the MLC Council to determine if we can accommodate your request.
3. Return the Facility Use Request form to the church office. Non-members, or members requesting facility use for non-church events will be notified of the Council's decision.

### **FACILITY USE FEES**

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. 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, 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.

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.** Smoking is prohibited anywhere on MLC property, including corridors, restrooms, and parking lot.

6. **PERMITS.** Members or non-members hosting events open to the public are responsible for determining whether a Special Event Permit, Temporary Event Food Service Exemption, or other applicable permits from the City of Huntsville, Madison County, or State of Alabama are required. If permits are required, the event sponsor shall ensure that all permits are secured prior to the event.

### **7. ALCOHOL.**

- All non-member groups, or groups that will include participants under the age of 21, must obtain MLC Council approval to serve alcohol.
- Hard liquor is not permitted.
- Events serving alcohol must also have non-alcoholic beverages available.
- Event sponsors are responsible for ensuring:
  - No accidental or deliberate consumption/possession of alcohol by individuals under the age of 21;
  - Intoxicated persons are not served.
- Groups hosting events that will involve the sale of alcohol agree to follow all City of Huntsville, Madison County, and State of Alabama ordinances regarding special event permits and alcohol permits.
- Alcohol may only be stored on church property during the setup and event time, and must be removed at the conclusion of the event.

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

9. **SALES IN THE NARTHEX.** The Narthex should not be used as a venue for sale of goods/items.

10. **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.

11. **FOOD AND DRINK.** Food and drink should be limited to designated areas. No food or drink is allowed in the Sanctuary.. 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.

## 12. **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. 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, and a supervision by an MLC member will be required. No other equipment may be attached to the church sound system without prior approval.
- e. 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.
- f. Thermostat temperature may not be changed.

## 13. **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 pre-k children and younger.
- d. Toys and equipment to be used in the nursery is limited to those provided by Messiah Lutheran Church.
- e. Food is not permitted in the nursery.

## 14. **FELLOWSHIP HALL**

- a. Church supplies, with the exception of the coffee maker, are not to be used except by church-sponsored activities.

- b. Use of stove and microwave is limited to warming food. No cooking is allowed.
- c. Coffee makers may be used but cups, plates and eating utensils must be provided by the using group.
- d. Food and beverages will be limited to the Fellowship Hall.

**15. PARISH HALL**

- a. Food and beverages will be limited to the Parish Hall and the associated kitchen.
- b. Cups, glasses, and eating utensils must be provided by the using group. Church supplies are not to be used except by church-sponsored activities.
- c. Use of the kitchen will require supervision by a member of Messiah Lutheran Church.

**16. CLASSROOMS**

- a. Materials in the room or on the walls are not to be disturbed.
- b. Additional chairs brought into the room must be returned.

**17. 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.

**18. SCHEDULING CONFLICTS.** MLC 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.

**19. 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.

**20. DAMAGE.** 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, or improperly cleaned, by the person(s) or group(s) involved. The event sponsor must notify the MLC office of any damage.

**21. SECURITY.** MLC 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.

**22. 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

### Members:

- Use of facilities for church functions is without cost except for the use of the nursery.

### One-Time Use By Non-Members:

Fees are due one week prior to 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
Sound Equipment	\$50-Sound Supervisor

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 the parts of the facility used have been properly cleaned and no damage has occurred.

### Recurring Use By Non-Members:

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 per the contract.

A current certificate of insurance must be provided by the organization requesting recurring use.

## 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.**

- All waste should be collected in plastic bag(s) and placed in the trash container at the back of church parking lot.
- Floors should be free of debris and, if necessary, should be mopped or vacuumed. Any plates, cups, glasses, or unfinished snacks should be removed.
- Furniture and equipment should be returned to its original location.
- Surfaces (tables, counters, chairs, etc.) should be wiped clean.
- 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.
- Organ, sound system, and lights should be off
- Sanctuary doors should be closed.
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#### 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.
- Cleaning supplies should be returned to the closet.



Fellowship Hall

- Coffee maker should be clean (grounds must be removed, pots washed and returned to maker).
- Coffee maker and warming plate should be clean, in off position and unplugged.

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.