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## CONTINUING RESOLUTION 15.0: POLICY FOR THE USE OF ST. LUKE'S FACILITIES

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### Introduction:

St. Luke Lutheran Church extends the use of our facilities to individual members and neighbors of the congregation, provided that this event is in keeping with our congregation's mission<sup>1</sup>, that the user accepts our restrictions, and that the user complies with our guidelines.

### Permissions and Restrictions:

1. Our facilities are available to organized, not-for-profit community group for service events and to individual members and neighbors for personal events.<sup>2</sup>
  - a. The facilities may not be used for fund-raising activities, such as bazaars or gambling, by organizations that are not affiliated with St. Luke Lutheran Church.
  - b. Use of the facilities may not conflict with the congregation's use of the facilities. The congregation reserves the right to cancel or reschedule any approved event if that space is needed for a congregation-related activity, such a reception following a rite of the church or scheduled church program activity.
  - c. Users shall comply with the St. Luke Children and Youth Protection Policy (Continuing Resolution 9.0).
  - d. St. Luke generally does not charge any fee for use of our facilities. However, St. Luke will accept free-will donations from persons or groups using the facilities. In addition, the Congregation Council reserves the right to impose a fee for the use of the facilities to recoup the costs of cleaning, custodial services or supplies.
  - e. The use of alcoholic beverages at any event in our facilities is prohibited unless a the waiver request in this CR has been submitted to, and approved by, the Congregation Council.
  - f.
  - g. The Congregation Council reserves the right to impose a Security Deposit which may be retained in the event of damages and/or unplanned cleaning.
2. Our facilities are only available upon prior application for an event and approval of that event by the approver as described in paragraph 9b.
3. All persons and groups wishing to make use of our facilities for an event shall make a written application for that use using the application form in this CR or an alternative that provides all of the information required by the form in this CR.
4. Approval shall be granted for *an event*. Use of our facilities is event-specific: each unique event must have approval.
  - a. Multiple dates for the *same* event are permitted and require only a single application.
  - b. No application shall request dates that extend beyond a twelve-month period. If the event is to continue beyond twelve months, re-application is required.
  - c. Each *different type* of event requires a separate application.

<sup>1</sup> Our mission is to be "A Spirit Driven Community of Engaged Disciples, called to Serve, Love and Forgive"

<sup>2</sup> Separate policies are established for use of our facilities for weddings.

5. The following items shall be attached by the applicant at the time of application:
  - a. A certificate of the or group's liability insurance.
  - b. Proof of a one day policy "rider," along with a waiver request for alcohol use, if the applicant wishes to serve alcohol at the event,
  - c. A signed declaration that holds the congregation harmless for any untoward event related to the use of the facilities,
  - d. Certification that the applicant has read and will comply with the St. Luke Children and Youth Protection Policy (Continuing Resolution 9.0)
  - e. If required by the Council, a check covering the fee for the *entire* period indicated in the application.
6. Applicants making a cancellation up to two weeks in advance will be fully refunded any fees. If a cancellation is made less than two weeks in advance of a scheduled event, the applicant will be refunded 50 percent of the fee. A full refund can be made upon Council approval.
7. Applications shall only be considered and approved when they are complete. Any application that does not provide a certificate of liability insurance or make declaration holding the congregation harmless or include a check for any required fee is incomplete and shall not be considered.
8. Completed applications shall be submitted to the Parish Administrator.
9. The Parish Administrator shall serve as the congregation's only liaison for use of the congregation's facilities and rooms. As such, the Parish Administrator shall:
  - a. Conduct all communications, written and verbal, on behalf of the congregation with the user.
  - b. Have the authority to approve applications for Facilities usage that do not require Council approval. The Parish Administrator will forward for Council approval those requests requiring a waiver of the policies detailed herein, requesting the use of alcohol, or recommending any fees or a Security Deposit.
  - c. Maintain a comprehensive schedule of room assignments for all events (congregation and individual) using our facilities.
  - d. Assign rooms for use by the user.
  - e. Modify that assignment, if necessary.
  - f. Coordinate requirements with applicable Purpose and Support Teams. (e.g. Facilities Support Team, Fellowship Purpose Team, etc.).
  - g. In the event that the Parish Administrator is unavailable, the Senior Pastor may act in their place.
  - h. Provide a copy of approved applications to the sexton and the Executive Team.
  - i. The Parish Administrator shall inform the staff of any newly approved building use applications.
10. Use of our facilities shall be restricted to the room(s) assigned, to use of our restrooms, and to use of our parking lot. A user shall not change or expand its occupancy without prior permission from the Parish Administrator.

- a. The nursery rooms are unavailable, unless they are part of the original application. The Parish Administrator, however, may assign a nursery Room for an approved, non-childcare event.
  - b. Use of nursery rooms for childcare shall be requested in the application.
  - c. Use of nursery rooms for childcare shall be supervised by an adult; unsupervised use of the nursery rooms or by a child under the age of 18 is not permitted.
  - d. The kitchen is unavailable for use, unless it is part of the original application.
  - e. Temporary use of the kitchen appliances is permitted when kitchen use is approved.
  - f. Kitchen utensils may be used if prior permission is granted—provided that the utensils used are cleaned and restored to their original storage space.
  - g. Use of church owned kitchen consumables (trash bags, paper products, etc.) is not permitted without prior authorization by a member of the Fellowship Team.
11. The Congregation Council reserves the right to refuse building use. The Parish Administrator has the right to recommend to the council the termination of building use by a user or community group.
12. Approval for use includes use of the furnishings and fixtures within the assigned room.
- a. Should additional seating be required, folding chairs may be secured from the fellowship hall, but they must be returned to their designated storage space at the end of the event. They shall not be left in the room.
  - b. Posters, decorations, teaching aids, etc. shall not be attached to the walls in any manner.
  - c. Use of the congregation's office equipment is not permitted
  - d. Use of the congregation's audio-visual equipment is not permitted.
13. Occupancy in any room shall be limited to that indicated by the Town Fire Marshall. Under no circumstances shall occupancy exceed this limit.
14. Smoking is prohibited throughout our facilities.
15. Our facilities are not available for storage by any user.
- a. Supplies and equipment for the event shall be carried in immediately prior to the approved event, kept in the room(s) during the event, and removed immediately after the event.
  - b. Reasonable exceptions may be granted by the Parish Administrator.
  - c. However, no long-term storage of a member's supplies and equipment is permitted.
16. The user is responsible to leave the facilities in the condition in which it was found. *Report all incidents in which there was personal injury or physical damage to the Parish Administrator by the day following the event.* Failure to report such adverse incidents may result in withdrawal of approval to use our facilities.
17. Unsafe conditions, difficulties, or concerns shall be transmitted to the Parish Administrator immediately following the activity.

18. Cleanup and close-up following the event is the responsibility of the user sponsoring the event. Failure to cleanup or close-up shall be cause for retaining all or part of the security deposit. The user shall leave the room and facilities in the condition in which it was found.
- a. Tables shall be wiped clean.
  - b. Chairs shall be restored to proper placement. Chairs borrowed from the Fellowship hall shall be returned.
  - c. Trash shall be removed and placed in the dumpster.
  - d. Restrooms shall be left clean.
  - e. Room and building lights shall be extinguished.

Approved by the Congregation Council on: May 21, 2026

Review required by the Congregation Council in May 2029

AGREEMENT FOR CHURCH USE  
ST. LUKE LUTHERAN CHURCH  
GALES FERRY, CT 06335 464-7897

Date \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Times: start \_\_\_\_\_ end \_\_\_\_\_

Note: The maximum period that can be requested for multiple use is a three-month period. Written requests need to be submitted no less than two weeks and no greater than twelve weeks prior to the date(s) requested.

Name \_\_\_\_\_ Number  
expected \_\_\_\_\_

Brief description of activity. \_\_\_\_\_

Furniture Needed: \_\_\_\_\_ (Groups  
are responsible for taking down and setting up)

Will kitchen facilities be needed? Yes \_\_\_\_\_ No \_\_\_\_\_  
Stove \_\_\_\_\_ Dishes \_\_\_\_\_ Silverware \_\_\_\_\_ Other \_\_\_\_\_

Person responsible:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, zip: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that it is my responsibility to ensure that the space used for the requested activity is: 1. left clean, 2. all lights, coffee makers, stoves, etc. are turned off, 3. all windows and doors are closed, 4. all other guidelines are followed. I acknowledge receipt of the guidelines for our use of St. Luke Fellowship Hall. I understand that failure to abide by these guidelines will be grounds for termination of this and future agreements. I further accept personal liability for any damage to the church facilities or articles therein. I have submitted a certificate from my group's insurer, naming St. Luke as covered for the specific event or events granted in this agreement. I certify that I have read and will comply with St. Luke Children and Youth Protection Policy (Continuing Resolution 9.0)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
Date

Date: \_\_\_\_\_

Hold Harmless Agreement:

We, \_\_\_\_\_ agree to protect, indemnify, save and keep harmless, St. Luke Lutheran Church, Gales Ferry, CT, the Evangelical Lutheran Church in America, the New England Synod of the of the Evangelical Lutheran Church in America, and the Bishop against and from any damage or expenses, including attorney fees arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or damage to any property whomsoever and whatsoever and will protect, indemnify and save and keep harmless the above cited entitles to be protected from any and all claims arising out of our use of the aforesaid premises.

By \_\_\_\_\_  
(Signature)

Title \_\_\_\_\_

Witness \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

No storage space is available. Please remove all of your personal belongings when you leave.

Fees Due: \_\_\_\_\_ Date: \_\_\_\_\_

Fees Paid: \_\_\_\_\_ Date: \_\_\_\_\_

WAIVER REQUEST FOR ALCOHOL USE  
ST. LUKE LUTHERAN CHURCH  
GALES FERRY, CT 06335  
464-7897

Name of person responsible for event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Description of Event: \_\_\_\_\_  
\_\_\_\_\_

Number of people anticipated: \_\_\_\_\_

Description of alcoholic beverages to be served: \_\_\_\_\_  
\_\_\_\_\_

Will there be any people under the legal drinking age at the event? \_\_\_\_\_

Who will be responsible for distributing the alcoholic beverages?  
\_\_\_\_\_

(Note: Please attach to this form proof of a one-day insurance rider for this event.)

\_\_\_\_\_  
Signature of requesting church member

\_\_\_\_\_  
Date

Congregation Council Approval:      Yes      No

Date of Congregation Council Decision: \_\_\_\_\_

Comments      from      Council: \_\_\_\_\_  
\_\_\_\_\_

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Signature of Congregation President

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Date