

St. Michael Lutheran Church

Facility Use Policy

Philosophy of Use

- The property, building and all furniture and equipment at St. Michael were provided through God's grace and the generosity of the St. Michael family over the years. Our facility exists to fulfill the mission and ministry God has called us to carry out.
- We believe our facility should be utilized for the benefit of the Kingdom of God, the ministry of St. Michael, our members and the community. As such, our building is open for use under the guidelines of this policy.

Standards for Use

- Our facility may not be used for any purpose that contradicts or is inconsistent with the beliefs, values, mission and standards of our church, the Bible or our Christian faith.
- Priority is always given to worship and other church ministries, programs, meetings and events.
- Minors must be supervised at all times during events. At least one adult per 20 of each biological gender present.
- If damage occurs during use, the church may ask the group to cover the cost of the damage.
- In some cases, the church may ask for a refundable deposit.
- New groups must be approved by the Lead Pastor who may consult the Executive Board.
- Long-term usage may require a contract in addition to this document which may also include an expectation of additional liability insurance by the church or the group using the facility.

Scheduling

- All facility use must be scheduled in advance through the church office. Once approval for use is received, the usage will be placed on the church calendar.
- All use of tables, chairs and other approved equipment and furniture to be used outside the building must be approved and scheduled with the Property Manager with firm pick-up and return dates and times.
- In most cases, priority will be given to usage that was scheduled earliest.
- For events occurring outside normal business hours, arrangements will be made at the time of scheduling for access to the building.

Fees

- Any use of the building, except for church events, that incurs a custodial cost will be paid by the individual or group using the facility as determined by the Property Manager.
- Individuals and groups using our facility are responsible for any costs incurred due to damage and theft while using our facility as they are responsible for the security and good care of the facility during their use.

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Rules for Use

- No equipment, furniture or other items may be removed from the church without prior permission from the Property Manager.
- Groups using the facility should not use rooms other than the rooms reserved with the church office.
- There is no smoking of any kind permitted inside the church, on the playground or within 25 feet of any entry. Any related debris must be properly disposed of.
- Alcohol is not permitted on church grounds unless expressed permission is granted in advance by the Lead Pastor who may consult the Executive Board.
- Doors may not be propped open without permission of the Property Manager.
- Individuals and groups using the facility are responsible to ensure the building is secured and all lights are off when they leave.
- If food is consumed during usage, the individual or group using the facility must ensure all trash is placed in the dumpster before leaving.
- Rooms used must be returned to the original setup and condition that they were found.
- Use of removable tape to attach decorations is permissible. Nothing may be glued or stapled to any wall, ceiling, door, or doorframe of the church facilities. The use of glitter and confetti will not be allowed inside the church. At wedding receptions, no rice may be used. Birdseed is permitted outside the building.
- Immediately report any spills, damaged equipment, plumbing problems, etc. to the church to prevent stains, further damage or personal injury.
- No storage at the church is permitted without the prior consent of the Property Manager.
- Use of kitchen equipment requires the prior consent of the Property Manager.
- Use of portable sound equipment requires the prior consent of the Property Manager.
- Carrying weapons and/or concealed handguns (except by commissioned law enforcement officers and those with prior approval from the Lead Pastor) in any church-owned facility or on church-owned grounds is strictly prohibited.
- Those booking our facility or using equipment must sign a copy of this policy at least once a year and at such time that the policy changes.

I have read the Facility Use Policy. I understand and I agree to abide by this policy.

Name

Signature

Date

approved: 8/26/24