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**Approved By: BLM Council** .....

## **GENERAL GUIDELINES FOR USE OF FACILITIES**

### **Statement of Policy:**

Significant financial resources have been invested in Bethel Lutheran Ministries' facilities thru the generous contributions of its members. Therefore, proper oversight must be given to these facilities to ensure that:

- adequate facilities exist to effectively carry out the ministry objectives and goals;
- such facilities are properly protected against loss or misuse;
- wise stewardship is being obtained through energy conservation, cost reductions and safety measures; and
- the life of the facilities is extended through a proper maintenance program.

*“Within your temple, O God, we meditate on your unfailing love.” Psalm 48:9*

### **Procedures:**

#### **1.0 ELIGIBILITY**

.01 The programs and activities of special groups requesting building usage must be consistent with Bethel Lutheran Ministries' statement of purpose and ministry philosophy. It is to be understood that the facilities and equipment of Bethel Lutheran Ministries exist for the primary purpose and exclusive use of its members through its organizations and ministries.

.02 Master calendars for church and school room usage will be maintained by the church and school secretaries respectively. These calendars will be the final authority to officially reserve a room or space. Usage will be assigned on a first come first use basis. Outside organizations must first

have approval to use the facilities before they can be placed on a calendar. Activities and programs are limited to the space that is assigned.

.03 Regularly scheduled BLM meetings and activities of Bethel Lutheran Ministries will have first priority in the use of its facilities. Other BLM related meetings and functions would have second priority. Members and groups outside the BLM, which are non-profit or ministry related in nature may use the facilities when they are not already scheduled for use by some BLM function, and the purpose is ministry related.

.04 Bethel Lutheran Ministries' services and programs have priority over any and all outside organizations requesting use of BLM facilities. Bethel Lutheran reserves the right to refuse any application for use of the BLM facilities and the applicant agrees to hold the BLM harmless as a result of any refusal.

.05 Facilities are not available for profit making activities. Fund raising activities will be considered on a case-by-case basis with the BLM council having final approval.

.06 Organizations engaged in partisan political campaigns are not eligible to use BLM facilities for their programs.

.07 An Agreement for the Use of Facilities shall be completed by all outside organizations requesting facility use. Fees, if applicable will be outlined in this agreement.

.08 Authority is given to the Business Administrator and/or Senior Pastor to approve or disapprove all requests from an outside organization to use any of Bethel facilities based upon the guidelines outlined in this policy.

.09 A Certificate of Insurance, naming Bethel Lutheran as an additional insured, must be provided by all outside groups to Bethel Lutheran Ministries for the purpose of covering liability claims and any property damage or accidents that might occur on BLM property. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

.10 All outside groups that have children under the age of 18 will be furnished a copy of Bethel Lutheran Ministries' Children/Youth Ministry Policy for them to follow. They will be required to sign a written assurance that they will follow these policies while on BLM property. The

Business Administrator will work directly with the leader of the outside group to ensure that these policies are in place before the event occurs.

## **2.0 GUIDELINES FOR USE OF FACILITIES**

.01 The conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house.

.02 When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on BLM property.

.03 Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds.

.04 Food and/or beverages are prohibited in the sanctuary. Special arrangements must be made with the Business Administrator for the serving of foods and/or beverages in other areas of a building. All non-BLM groups must provide their own paper products and supplies. Shall this regulation not be followed; the person(s) or organization(s) using the facility shall be invoiced for all cleaning costs.

.05 Weapons, firearms, and other dangerous items are not permitted in/on any of Bethel Lutheran Ministries' buildings or grounds.

.06 No electrical appliances may be used unless arrangements are made in advance with the Business Administrator.

06. Parish Hall – The primary use of the Parish Hall is limited to meetings and general food service such as funeral lunches. The flooring does not allow for any type of sporting or unusual activities that might be suited for a large room, but could result in damage to the floor.

.07 For security reasons a designated entrance shall be communicated to all those involved. All attendees shall enter and exit the same door for security reasons. If building use creates a security risk for others (i.e. keeping outside doors propped open, not keeping all outside doors locked at all times, creating false alarms, etc.), the following warnings will be issued:

- First violation – A written warning detailing the nature of the violation will be issued by the Business Administrator;

- Second violation – A written letter detailing the nature of the violation, including the fact that this is the second violation of building use policy, will be issued by the Business Administrator ;
- Third violation – Upon the third violation, the privilege of building use at Bethel Lutheran Ministries may no longer be available. A written letter detailing the nature of the violation, including the fact that this is the third violation of the building use policy and the possible termination of building use privileges, will be issued by the Church Council.

.08 Due to design and construction for a very specialized use and open access to extremely expensive equipment, the following building areas cannot be used by outside community groups: offices, sanctuary and those designated by the Business Administrator or School Principal. NO equipment or furnishings may be removed from the premises. BLM members that wish to borrow ministry property must contact the Business Administrator to receive permission and make arrangements.

.09 The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. A Clean-up checklist shall be completed and returned to the Business Administrator. If furniture or equipment is to be moved, it must be done exclusively by BLM personnel to prevent damage to the building and BLM furniture and equipment.

.10 The person(s) or organization(s) making application for use of BLM facilities shall agree to indemnify the BLM for any damage to BLM property by any person(s) participating in or attending the activity. An indemnification clause is included in the Agreement for the Use of Facilities. If damage occurs, the person(s) or organization(s) will be invoiced for all repair, replacement, and/or labor costs. Failure to pay such damages will result in future requests being denied.

.11 User groups are charged with responsibility for closing windows; turning off lights in rooms used including restrooms; and returning thermostats to the original setting and if having been instructed by the approving authority, locking the doors to the meeting room(s) and building.

.12 Report any maintenance problems and damages to the Business Administrator.

.13 If access cards and/or keys to the rooms and building have been checked out for the event, they must be returned by the date specified on the Access Card Receipt

### **Cleaning Checklist for Kitchen and Parish Hall**

**The following items must be cleaned and returned to their proper place after any event:**

- Kitchen countertops and sinks
- Oven and/or stove
- Dishes and glasses
- Serving pieces
- Coffee pots
- Utensils
- Roasters
- Pots and Pans
- Carts
- Kitchen and Parish Hall floors must be swept and clean
- Tables cleaned and returned to upright position
- Chairs returned to storage area
- Kitchen and parish hall garbage taken to dumpster
- Towels and washcloths laundered and returned
- No leftovers in the refrigerator or freezer
- Nursery pick-up (if used)

**If anything is broken during use please notify the Business Administrator and make arrangements to replace it.**

Thank you for your cooperation.

## **Rules for the use of the gymnasium**

- a. Any group wishing to use the gymnasium must fill out a Facilities Use Agreement and must have it signed by the Business Administrator.
- b. All such groups must have properly authorized adult supervision.
- c. All groups must show Christian sportsmanship, language, behavior, and manners at all times.
- d. The Commons, sound system, corridors, or classrooms may not be used unless the Business Administrator grants special permission.
- e. Dressing rooms and restrooms must be left in an orderly condition.
- f. No shoes or balls used on outdoor surfaces, including concrete, are allowed on the wood gym floor.
- g. If the gym is used for sporting events or practices, the floor must be dust-mopped before and after use.
- h. No children are allowed in the gym without adult supervision.
- i. Bleachers are not to be sat upon when they are folded up.
- j. Generally, no tape is to be applied to the gym floor. If tape is necessary for your sporting event the type of tape and installation must be approved by the Business Administrator.
- k. No wheels that have been rolled on outdoor surfaces, including concrete, are allowed on the gym floor. This includes strollers, band equipment, carts, or dollies.
- l. No equipment, tables, or chairs are allowed on the uncovered wood floor in the gym.
- m. No tables or chairs without good rubber or plastic caps on the legs are allowed on the gym floor covering.
- n. No alcohol is allowed in the building. This includes champagne toasts.
- o. Players must change into gym shoes. Tennis shoes that are worn outside will not be permitted on the playing floor, unless they have been thoroughly cleaned.
- p. BLM is not responsible for any articles left in the gymnasium or dressing rooms. Articles that are found on the premises following an event will be placed in the lost and found container or kept in the school office.
- q. Leave the gymnasium in an orderly condition
  1. Put all chairs away.
  2. Dust mop the floor
  3. Place sweepings in proper containers (garbage cans, dust mop, broom, and dust pan are kept in the maintenance closet.
  4. Turn off all lights
  5. Check all doors to be certain they are locked.

