

# **Emmanuel Lutheran Church**

## **Building / Property Use Policy (Revised 5/9/17)**

Emmanuel Lutheran Church  
P.O. Box 5249  
Granbury, Texas 76049

Emmanuel Lutheran Church (ELC) encourages the utilization and sharing of our facilities, while maintaining a responsible stewardship of all facility resources. We have a responsibility to share this gift as good stewards of what we have received.

Requests for building / property use are managed through the church office. No commitment for building or property use is finalized until the Use Agreement Application has been submitted and approved. The approval process is governed by the Priority Guidelines for Facility Use.

Approval for the use of the grounds and/or facilities of ELC does not constitute or imply endorsement of a group, their mission, or their positions. Groups or individuals approved to use the ELC facilities are not to advertise the event in such a way as to imply endorsement by ELC. No activities or advocacy may take place within the grounds or buildings that conflict with the practices of ELC and the ELCA.

The use of the ELC property, facility and any other assets is governed by various federal and state tax codes (Texas Tax Code Section 11.18 and 11.20.) The primary property use is to be for "Church purposes" which includes religious worship and related administrative, educational, charitable and social activities. Occasional secular use may also be approved. Organizations and/or individuals may not realize private gain from the use of the facility.

Any fees charged by ELC for the use of the facility will be reasonable and devoted solely to the operation and maintenance of the property.

### **Liability**

Emmanuel Lutheran Church shall bear no liability or responsibility for personal injury, property loss, accident or events as a result of any organizations' use of the facilities. ELC will not provide security of any kind and makes no implicit or explicit warranty of the premises, equipment, machinery, fixtures or furniture.

### **Steps to Facility Use Scheduling**

1. Obtain and submit a completed Use Agreement Application at least two weeks and no more than twelve months prior to use.
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group including proof of your nonprofit status if applicable.
3. It is the responsibility for Group organizations to provide proof of insurance and accept responsibility for the loss of anyone's property in the event of fire, theft or other loss.
4. After the completed application is submitted to the church office, you will be notified whether it is approved or not approved.

### **Priority Guidelines for Facility Use**

1. ELC regularly scheduled services, meetings and sponsored events for our members or outreach.

2. ELC member sponsored groups (not primarily for members, e.g. weddings, reunions, etc.)
3. Other Churches' or Christian organizations' events for the Christian community in general or for outreach.
4. Other non-profit activities or clubs.
5. All others.

Note that higher priority groups needing facility space may “bump” previously scheduled lower priority groups. The lower priority group will be notified immediately of the needed schedule change and if possible rescheduled. We reserve the right to cancel events in the case of a higher priority needs occurring. (Example, a funeral)

## **Keys**

When facility keys are required, you must have a member of ELC willing to sponsor your event. This member will be responsible for checking out the appropriate key with the office and returning the keys within 2 business days after the event. The ELC member that has the key must remain in the building during the event and is responsible for locking up and setting the alarm.

## **Fees for Facility Usage**

Groups and organizations of the ELC may use the facilities at no charge subject to available space as determined by the master calendar in the office.

Those using the facilities are responsible for all damage and breakage. Please report any damage to the church office as soon as possible.

A \$100 Cleaning Deposit will be required for all non-profit groups' or clubs' activities or anyone else utilizing the facility. It will be refunded after a satisfactory inspection by staff. If ELC personnel are required to clean-up after the event, some or all the deposit will be forfeited based on cleaning time required. An hourly charge of \$30.00 per hour will apply for all cleaning.

Any damage caused during an event will be documented by the ELC staff and notice will be given to the contact person listed on the Building / Property Use Application Form, along with an estimate of the cost to repair or replace the damaged item(s).

## **Pavilion Use Fees**

For use of pavilion a fee of \$25.00 will be charged to help cover cost of electrical usage.

With use of pavilion, please follow general property grounds rules of use.

## **Property Grounds / Pavilion Use Rules**

Upkeep of the church property is provided by volunteers of the congregation. In order to not increase their workload, please make sure:

- **All trash and items are picked up after use.**
- **Park all vehicles on paved parking lot area.**

Please assign this duty of checking the grounds to a member of your group. If our property management team finds this request is not followed, we will contact your group. If there is a continual problem, we reserve the right to withdraw permission for use of the property.

### **General Facility Use Rules**

The following general rules apply to all groups using the ELC facilities.

- Use of the audio/video system requires operation by a trained ELC member through prior arrangements. No other equipment may be attached to the church audio/video system without prior approval.
- Equipment and furnishings of the church will not be removed or re-arranged, except as approved in advance.
- The upright piano shall be available for practice to persons from within the church membership at no charge as long as the facility is available for use. Outside groups may use the upright piano with supervision of an ELC member.
- The electronic keyboard may be used only if the user coordinates with and is approved by the church musician. The church musician has first priority for use of the keyboard and should be paid according to Emmanuel's compensation guidelines as necessary.
- Adequate supervision of children must be provided by the groups using the facility.
- Tape, tacks and nails or other penetrating objects are not to be used on walls or woodwork anywhere in the building.
- Groups are expected to "clean-up" after themselves and leave the area as they found it.
- Turn off lights and return heat/AC settings to posted levels. Windows and doors must be closed and locked.
- Trash must be bagged and placed in the trash receptacle located outside the building adjacent to the playground.
- Alarm system must be set and must be supervised by a qualified ELC member. An exit for the system is posted by front door.
- There is no smoking allowed inside any Emmanuel Lutheran Church building.
- There is no alcohol use or drug use allowed by groups using Emmanuel Lutheran Church facilities.
- The individual or group requesting use of the facility is responsible for arranging an ELC member to provide the required oversight as stated above. If the individual or group is unable to obtain a volunteer, they should check with the ELC office to see if a qualified individual would work for a fee. The individual or group would be required to pay the fee.

**Building / Property Use Agreement Application Form**  
**Emmanuel Lutheran Church**

Name of Group/Individual: \_\_\_\_\_

\*Sponsoring member of Emmanuel Lutheran Church with keys: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Organization Type:  Individual  Church Group  Non-Profit  Other (explain)

Organization's Purpose: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Number of people who are expected to attend this event: \_\_\_\_\_

Frequency:  One time only  Weekly  Monthly  Other

Which day of the week:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**General Information**

Describe in detail the type of event you will be bringing to our facility: (use reverse side)

Will tickets be sold or admission charged for your event? If yes, what will be the prices or admission fee?

Yes \_\_\_\_\_, Price \_\_\_\_\_ No \_\_\_\_\_

If yes, how will the net proceeds of this event be used?

Area Requested for use:

- \_\_\_\_\_ Pavilion - with electricity & water
- \_\_\_\_\_ Pavilion - without electricity or water
- \_\_\_\_\_ Practice fields  baseball  soccer
- \_\_\_\_\_ Sanctuary
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Sunday School Rooms
- \_\_\_\_\_ Nursery
- \_\_\_\_\_ Other: please list: \_\_\_\_\_

Equipment Needs:

- \_\_\_\_\_ TV/DVD
- \_\_\_\_\_ Audio/Visual System w ELC Operator
- \_\_\_\_\_ Upright Piano
- \_\_\_\_\_ Electronic Keyboard

**ELC MEMBER THAT HAS AGREED TO ASSIST:**

**For Office Use: (please initial by each)**

Key - pick up date \_\_\_\_\_ by: \_\_\_\_\_ Return date: \_\_\_\_\_

Building use application submission date: \_\_\_\_\_ Approved  Denied

Building deposit received: \_\_\_\_\_ Returned date: \_\_\_\_\_

Any damages or cleanup to follow up:

**ACCEPTANCE OF RESPONSIBILITY**

**I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damages beyond normal wear and tear which may occur as a result of this activity.**

**I/We will remove all signs posted by our group after the event has ended and I/we further agree that the church property will be used in accordance with the Rules and Guidelines of the congregation.**

**Name of Organization:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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**FACILITY INSPECTION REPORT – TO BE COMPLETED AFTER THE EVENT**  
**(Facility inspection will be conducted by a staff member, or other designated member of ELC.)**

**Date of Inspection:** \_\_\_\_\_

**Have areas used been left clean?** \_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

**Was trash properly disposed of?** \_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

**Was there any visible damage to the facility?** \_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_

**Further Action Required?** \_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_