**FAITH UNITED LUTHERAN CHURCH**

**Building Use Policy – 11/01/2022**

**\*\*THIS DOCUMENT MUST BE READ COMPLETELY AND ACKNOWLEDGED ON THE APPLICATION”. FAILURE TO READ FULLY AND ABIDE BY RULES MAY RESULT IN SIGNIFICANT PENALTIES AND FEES.**

**Purpose:** The purpose of Faith United Lutheran Church, hereafter referred to as “the Church”, buildings, grounds and equipment is to facilitate our ministry of making Christ known through worship, Christian education, evangelism, fellowship, and service, both to our congregation and to the surrounding community which we serve. The following policies and procedures are meant to regulate our corporate life, so that we may, in decency and good order, achieve our stated purpose. This is our house, please respect it as you would your own home.

**GENERAL GUIDELINES**

1. The church’s facilities are not to be used for any commercial purposes. Fund raising activities, whether by the congregation, its committees or groups of the congregation must have approval of the Congregation Council prior to scheduling, promotion, and occurrence of the activity.
2. Consumption of alcoholic beverages within the buildings or on the grounds is strictly forbidden. The only exceptions are for sacramental and other religious purposes.
3. All activities hosted by individual members or conducted by outside groups will be completed by **10:00 p.m.** This includes all required cleanup activities.
4. The Church is a smoke-free facility. **Smoking is not permitted anywhere within the buildings**. This is to include electronic smoking devices as well. When smoking outside the building, you must remain at least 25 feet away from any entrance, exit, or open window. All smoking debris MUST be disposed of in the supplied container.
5. **THE USE OF INFLATABLE DEVICES, SUCH AS BOUNCE HOUSES, IS STRICTLY FORBIDDEN IN OUR BUILDING BY OUR INSURANCE COMPANY.**
6. Tables and chairs are the only items to be removed from the storage room by any renter, other than members of the congregation. Any sports equipment does not belong to the church and, as such, the owners of the equipment can seek reimbursement for lost, damaged, or stolen items.
7. No alterations may be made to the buildings or equipment contained therein without prior written authorization of a staff member or the Congregation Council.
8. Decorations or other materials used for an event will not be attached to the building or to the equipment contained therein in such a way as to alter or deface the building, the grounds, or the equipment of The Church.
9. No church furnishings shall be moved either temporarily or permanently without the approval of the pastor, another staff person, or the Congregation Council.
10. Any gift or memorial which attaches to or in any way alters the substance or appearance of the buildings or grounds must have approval of the Congregation Council before purchase or acceptance.
11. Any individual and/or group agrees to accept liability for any injury, accident, or disease that occurs because of participation in any group activity on or in church property during their event.

**RELIGIOUS EVENTS GUIDELINES**

**Weddings**

1. Weddings for non-members will be at the discretion of the pastor. For non-members there is a fee for the use of the facilities and may be found in the Wedding Manual. In special circumstances non-member fees may be reduced or waived by the action of the Congregation Council.

**Funerals**

1. The church building will be available for funerals of members and non-members without charge.
2. Funerals for non-members are unusual and are at the discretion of the pastor and/or the Congregation Council. It is understood that only Christian funeral ceremonies will be allowed within the building.
3. You may provide your own minister for the funeral at the discretion of the Faith United Lutheran Church minister.

**Other Religious Events**

1. The church building is available for other religious events at the discretion of the pastor and/or the Congregation Council.
2. Non-member fees (see “Fee Schedule”) may be reduced or waived by the action of the Congregation Council.
3. As a member of the Northwestern Ohio Synod of the ELCA, fees for the use of the Church’s building ordinarily will be waived for any congregation or auxiliary organization of the ELCA, the Northwestern Ohio Synod or the national church body itself.

**BUILDING USE BY NON-MEMBERS**

In the spirit of evangelism, the building, grounds, and equipment of The Church may be made available to non-member and community groups. Because the building, grounds and equipment of The Church are dedicated to the glory of God and the proclamation of the Gospel of Jesus Christ, in all cases of use by non-members, individuals or groups, the Church Congregation Council reserves the following rights:

1. The Congregation Council reserves the right to approve requests from individuals or groups whose philosophy and intent is consistent with that of the Church Lutheran Church.
2. The Congregation Council reserves the right to deny requests by any individual or group who does not hold to a philosophy compatible with the Christian faith as described in The Church’s Constitution or whose intent is at odds with the mission of The Church.
3. The Congregation Council reserves the right, if warranted, to revoke facility privileges, with or without the refunding of deposits and fees.

**Group Use: Individual Events**

1. The use of the building requires prior approval by the Congregation Council.
   1. A written request, using the Application for Building Use” (long or short term) form, and a $125.00 refundable deposit, by cash or money order only, must be submitted by the non-member who will be on site during the event or activity and be responsible for the activity no later than 30 days prior to the date you wish to rent.
   2. The request must be made during regular office hours, a minimum of thirty (30) days before the event is scheduled to allow adequate time for consideration by the Congregation Council. Rooms are scheduled on a first-come, first-served basis.
      1. Shorter notice may be possible, but only after approval from church council.
   3. The person signing this document is responsible for the safety, health, and well-being of all guests.
2. The person signing the application will be responsible for setting up and putting away any equipment used, such as tables, chairs, etc.

**SPECIAL NOTICE**

**When scheduling an event, please be aware that you are allowed inside the building ONLY during the hours you request on the application. You may NOT come in any earlier to set up decorations or anything else, and everyone MUST be out of the building no later than 10:00 p.m. This is non-negotiable.**

1. For those persons wishing to use The Church’s kitchen, the following rules apply:
   1. You must provide your own utensils and other cooking supplies if using the kitchen.
   2. The contents in the kitchen cupboards or refrigerator are **NOT** for consumption by any outside groups.
   3. The stove, refrigerator, and/or steam table may be used but only by following careful guidelines.
      1. Any appliance used shall be cleaned thoroughly.
   4. Any misuse of appliances resulting in damage will be paid for by the signer.
2. The person making the application will be responsible for cleanup after the event so that the premises are left in the condition found. Cleanup will consist of, but not limited to:
   1. Dust mopping of all floors and proper disposal of any debris collected. Dust mops can be found in the storage room with the tables and chairs.
   2. One large trash bag will be provided by the church. You will need to provide more if needed.

* 1. In the event the kitchen is used during the activity, the cleaning checklist posted in the kitchen must be followed precisely.
  2. Wiping up any food or drink spills on the floors where necessary.
  3. Removal and proper disposal of all garbage/trash to the dumpster in the parking lot.
     1. Overloading the dumpster requires an additional pickup, for which you will be charged.

1. The person making the application scheduling the event assumes responsibility for any damage to the building, grounds, or any equipment whether the damage occurs during set up, during or during cleanup of the event.
   1. A cleaning/security deposit will be required at the time a request is submitted, $125.00. This may be paid by cash or money order **ONLY**.
   2. This cleaning/security deposit will be refunded upon the inspection of the facility and subsequent approval by a designated council member of the condition of the facility and return of the key(s) issued.
   3. The key(s) to the building **MUST** be picked up on the Friday before your event. No one is in the office on Saturday or Sunday. If not picked up on Friday, your deposit will be lost, and your event automatically canceled. The Rental is due and payable by cash or money order only and must be paid before receiving a key to the building.
   4. Reservation of the building will not be made without payment of the cleaning/security deposit.
   5. Cancellation of the event less than one week prior to the event will result in the cleaning/security deposit being forfeited.
2. When necessary, a key will be issued to the person making application for the requested event.
   1. The key must be picked up on the Friday prior to the event at the church office during regular office hours.
   2. The key must be returned to the church office the next business day after the event during regular business hours, and no later than the 2nd day after the event. Late fees will be applied if held for longer than this.

**Group Use: Non-Member Occasional or Annual Events**

1. The Church’s building is available for use by community groups for occasional or annual events for a fee (see “Fee Schedule” on application). The appropriate fee is due and payable at the time the application is submitted to the church office.
2. An annual application for building use must be submitted and approved by the Congregation Council.
   1. For on-going, regularly scheduled annual meetings, a written request using the “Application for Building Use” must be submitted by the non-member who will be on-site during the event or activity and be responsible for the activity to the church office in January of each year during regular office hours. Any deviation from this request, such as a change of date or time, must be submitted in writing to the church office during regular office hours as soon as possible and no later than the Monday of the week prior so that the change may be included in the Sunday bulletin and placed on the master calendar.
   2. For occasional meetings or events, a written request, using the “Application for Building Use” must be submitted by the non-member who will be on-site during the event or activity and will be responsible for the activity a minimum of thirty (30) days prior to the event date.
   3. Scheduling of rooms is done on a first-come, first-served basis by the church secretary. Regularly scheduled and on-going events have priority both as to time and room usage.
   4. The person making the application will be responsible for setting up any equipment used, such as tables, chairs, etc.
   5. The person making the application will be responsible for cleanup after the event so that the premises are left in the condition found. Cleanup will consist of, but not be limited to:
      1. Dust mopping of all floors and proper disposal of all debris collected.
      2. In the event the kitchen is utilized the kitchen cleaning checklist must be completed.
      3. Damp mopping of the floors where necessary.
      4. Dumping of all trash and garbage in dumpster in parking lot.
   6. The person making the application assumes responsibility for any damage to the building, grounds, or any equipment whether that damage occurs before, during or cleanup after the event.
   7. When necessary, a key will be issued to the person making application for the requested event. **The key must be picked up on the Friday before the event at the church office during regular business hours.** The key must be returned to the church office the next business day after the event during regular business hours.

**Special Circumstances**

Due to the outbreak of the 2019 coronavirus, it will be the responsibility of the individual renter to assure the safety of themselves and their guests by sanitizing all surfaces, before and after your event. The Church does not provide these supplies. Masks are optional but highly recommended, and the bathrooms should be occupied by one person at a time if possible. The church bears no responsibility for any guest who contracts the virus because of attending your gathering.