

Shepherd of the Hills Lutheran Church (SOTHLC)

Facilities Use Policies

The Church's facilities and campus are resources to serve the congregation's mission - for religious, educational, and social service activities. The following policies govern the use of SOTHLC buildings, grounds and equipment.

1) ELIGIBLE USAGE:

The facilities and campus of the church are available for:

- a) Baptisms
- b) Church activities
- c) Funerals
- d) Rentals by outside groups and organizations; members and non-members
 - i) Provided their purposes are consistent with SOTHLC's mission; and their programs do not conflict with congregational activities
 - ii) Weddings of members of the congregation, as well as non-members

2) RESERVATIONS:

Reservations are required to use SOTHLC facilities and campus. All groups wishing to use any area of the building and grounds must reserve the space 30 days in advance.

- a) Request for use of Church facilities and campus must be made through the Church Office.
 - i) The Church Secretary shall serve as the primary contact for facility usage. Please contact the Church for office hours.
 - ii) The request must be approved by the SOTHLC council before use of the facilities and campus is allowed. If approval of an emergency request is needed, the Council President or designee may review the application and make final decision.
 - iii) Full payment of fees and deposits must be made 10 business days prior to the event. If payment is not made prior to 10 business days of the event, all deposits become fees.

3) RULES and REGULATIONS:

- a) All activities must be under competent supervision. Each group must designate a responsible adult as the contact person and/or person in charge. This person must:
 - i) be present when the facilities and campus are being used;
 - ii) secure doors and windows; and see that lights are off - before leaving the building;
 - iii) assume full responsibility for the group;
 - iv) inspect facilities and campus before and after each permitted use to insure the facility is in "like" or better condition.
- b) ALCOHOLIC BEVERAGES or ILLEGAL SUBSTANCES are NOT PERMITTED in the Church building.
- c) Organizations / groups using the church facilities and campus shall agree to indemnify the church for any and all damages to any persons or property.
- d) If requested by the Church Secretary, Council, or Church President, outside groups will be required to provide a liability waiver form and proof of liability insurance.
 - ii) Damage fees and/or additional custodial fees may be assessed against groups that do not comply with the rules (see section 11 for fees).
- e) Groups wanting to bring any apparatus or other equipment into the Church facilities or onto the Church campus must make that known during the original request and go through the approval process. Last minutes additions may be granted by the Church Secretary, Pastors, or Council President.

f) Nothing is to be removed from Church facilities and campus without prior permission from the Church Council, Pastors, Custodian, or Council President.

g) Furniture and equipment moved from its regular place must be returned to its regular place.

h) Church property (walls, doors, windows, chairs, counter-tops, etc.) must not be defaced. Materials (tacks, tape, etc.) shall not be used if it would deface Church property.

i) The event Supervisor/contact person/competent adult in charge is responsible for cleaning the Church after the event. A custodial deposit shall be rendered upon reservation and refunded or made void after event and Church is found to be in a "like" condition prior to commencement of the event. In the event that the Church is not found to be in "like" condition, the deposit will be forfeited and will be used to pay for custodial services.

j) All local and state ordinances and laws must be observed.

k) The Church Council, Pastors or Council President reserve the right to restrict the privileges of anyone, or any group, who violates these policies at any time.

4) SCHEDULING PRIORITIES:

a) Regularly scheduled Church activities, and organizations connected to church sponsored programs, shall have first priority in reserving any Church facilities and campus.

b) Emergency events approved by the Church Council, Pastors or Council President, such as funerals, shall have priority over other scheduled activities.

c) Groups will be required to be flexible (i.e., alter the date, time or location) when emergencies arise.

d) Non-members requesting use of the church campus or grounds are not officially reserved until rental payment is made. Until payment is made, other church members or non-members making immediate payment will bump the non-member reservation that has not paid in full.

5) PASTORAL ACTS:

a) All pastoral acts conducted at SOTHLC - including baptisms, weddings, and funerals - must be personally arranged by the Pastor(s) of SOTHLC or their designated appointee. If agreed upon by Pastor(s), other Pastor's may be brought in to be part of the ceremony.

6) FUNERALS:

a) The Church facilities and campus, including necessary furniture and equipment, shall be available without charge. Donations are gratefully accepted.

b) Typically, the Funeral Home Director or designee makes all necessary arrangements and take care of any costs, donations, etc. In the event of a funeral (cremation) where a Funeral Director is not present, refer to line (6a) and work with Pastor(s) about details and wishes.

7) WEDDINGS:

a) The facilities and campus of the church shall be made available for weddings of members of the congregation, as well as of non-members. All items moved must be returned to original locations after event has concluded.

b) As a general guideline, the Church facilities and campus are available for the entire day, unless specified differently in the request.

c) All kitchen equipment including dishes and silverware, that were used, are to be washed, cleaned, and returned to storage areas immediately after use. Please restrict food and beverages to the basement social area, blue room and blue room kitchen, and main kitchen.

d) No tacks, nails, tape, staples, etc. are to be used in placing decorations that will mar the woodwork, walls, glass or floor.

e) Flowers may be left for the Worship Service on the following Sunday and an announcement will be made in the bulletin of your wedding. Please notify the Church Secretary if this is one of your wishes.

f) It is the responsibility of the wedding party to arrange for the care of their personal property before, during and after the ceremony. The Church is not responsible and assumes no liability for lost or stolen items.

g) SOTHLC has organists available for wedding services, but other music or musicians are allowed.

8) WORSHIP INSTRUMENTS:

a) The Church piano is available for use, but the organ is for our staff organists only, unless approved otherwise by a SOTHLC organist. Organists are available for all Church events.

9) EQUIPMENT:

- a) The only equipment in the church that may be borrowed and leave the church grounds are the tables and chairs located in the Sunday School room. All other equipment must stay on site.
- b) A \$50 refundable deposit must be made prior to borrowing the tables and chairs and will be refunded or payment made void upon return and inspected by church designee to be in the original condition. Items found not be in original condition will be accessed and a portion of or the entire deposit will be forfeited.

10) DONATIONS – FROM GIFTS AND MEMORIALS:

a) All memorials and gifts received become, without qualification, the property of the congregation and will be deposited into the church’s memorial or general fund account to be used during a time of need as determined by the church council. SOTHLC asks that individuals or families ask the Church Council what is needed before designating donations to a cause. Donations and Memorials are greatly welcomed and a realistic approach to honor a loved one. We at SOTHLC want to make sure that all monies gifted are used to their greatest potential and that recognition of that honor is duly noted.

| 11) Fees | <u>Members</u> | <u>Non-Members</u> |
|------------------------------|---|--------------------|
| A) Sanctuary/Chapel | No Charge | \$150 |
| B) Blue Room | No Charge | \$50 |
| C) Blue Room Kitchen | No Charge | \$50 |
| D) Basement Social Hall | No Charge | \$100 |
| E) Main Kitchen | No Charge | \$75 |
| F) Custodial Deposit | \$100 | \$100 |
| G) Organist | Please speak with organist about his/her fee. | |
| H) Pastor | Please speak with Pastor about his/her fee. | |
| I) Tables and Chairs Deposit | \$50 | \$50 |

Rental fees and deposits are due at time of signing contract or dates cannot be guaranteed for use of building or equipment. Use of Church or equipment will not be allowed until payment is received.

Upon making reservation, I have read, understand, and accepted the policies set forth by SOTHLC.

Signature of applicant: _____ **Date:** _____

Print Name of applicant: _____ **Phone#** _____

Applicant address/city/zip: _____

Date of event: _____ **Description of event:** _____

Church Secretary or designee signature: _____

Date received: _____ **Payment amount (if needed):** _____

*Original to Church Treasurer/copy to Church Office Secretary/copy to applicant
Policy approved by SOTH Church Council on 6/9/14*