

FACILITY USE POLICY

BETHEL LUTHERAN CHURCH

Updated 9/2018

I. Our Mission

The mission of Bethel Lutheran Church is to support one another in living out our responses to God's call in Jesus Christ.

II. Usage Priorities

All requests for facility usage that are compatible with our mission will be considered. The following priorities will serve as guidelines for resolving scheduling conflicts that may arise.

1. Congregational worship services and meetings.
2. Congregation sanctioned activities (e.g. Sunday School, Campus Ministry, Adult Education, VBS, committee meetings, music rehearsals, weddings and funerals).
3. Fund raising and social events conducted by organized Bethel church groups as part of our mission.
4. Fellowship activities for Bethel members, families, friends, and guests.
5. Christian group events not directly related to Bethel, e.g. non-member weddings and receptions.
6. Community service and support organizations (non-profit).
7. Other appropriate activities for outside non-profit groups.

Outside groups using the building should share our welcoming policy toward people of all races, sexual orientations, and gender identities.

III. Scheduling

All groups wishing to reserve Bethel facilities must submit an application (FACILITY USE REQUEST) at least five (5) business days, but for groups 5, 6, and 7 above, not more than ninety (90) days in advance of the event. Commitments for the use of the facility shall not exceed a six month period (i.e. continued use of the facility requires an application twice per year). **All events must have a Bethel member or a Bethel staff member as sponsor.**

A phone call to the church office is recommended to check facility availability and to obtain a Facility Use Request form. The event is not considered scheduled until the form is completed and approved.

NOTE. A Facility Use Request is not required for routine church meetings or functions, e.g. congregation meetings, council, board meetings, choir rehearsals, etc.

The Board of Property and Maintenance, or its designee, will approve the Facility Use Request. Scheduled activities may be subject to adjustment as Bethel needs change.

IV. Activity/Event Sponsor Responsibilities

The sponsor is responsible for the following (whether or not they are present at the event):

1. Control of the behavior of all participants and visitors in the building and on property grounds.
 - A. No participants may enter the building prior to the arrival of the sponsor or his or her designee.
 - B. No smoking is allowed in the building.
 - C. No glass containers are allowed in the gym.
 - D. No abuse to the building, furniture, or decorations will be tolerated. (Only sticky tack or Scotch Removable Poster Tape is approved for adhering posters or similar materials to any surface. Tacks, staples, nails, etc. are not allowed.)
 - E. No inappropriate behavior or foul language is permitted.
 - F. The use of any illegal or controlled substance on the premises is prohibited.

2. Restore the facility to its original condition.
 - A. Be aware of the location of cleaning supplies, equipment, and trash bags.
 - B. Remove all trash bags to the dumpster.
 - C. Remove all food from the premises.
 - D. Replace furniture to its original location.
 - E. Sweep and vacuum all areas utilized.
 - F. If cleanup is not adequate, a cleanup fee of \$20.00 per hour may be assessed to the sponsor.
 - G. All personal belongings, including decorations, must be removed from the premises immediately following the event.

NOTE: If damage occurs, notify the church office

3. Use of the kitchen is governed by a separate policy with appropriate fees. The **KITCHEN POLICY** may be obtained from the church office. For safety and sanitation reasons, no portion of the kitchen is to be used without a qualified member of the Board of Fellowship and Hospitality present and supervising (unless the sponsor, or designee, has been trained by the Board regarding the use of the kitchen and all related equipment).

4. **IF CHILDREN ARE PRESENT, IT IS REQUIRED THAT THEY BE UNDER RESPONSIBLE ADULT SUPERVISION.**

5. The sponsor, or his or her designee, is responsible for building security (e.g. turning out lights, turning off ACs, shutting off water, locking all doors including handicap access, turning off and storing equipment etc.) unless other arrangements have been made.
6. Keys for access to the building may be obtained from, **and shall be returned to**, the secretary during normal business hours.
7. The Worship Center shall be considered a place of worship at all times. The altar and chancel shall be treated at all times with holy reverence. Any questions regarding the appropriateness of the activity should be referred, in advance, to the pastor or chairman of the Board of Worship and Doctrine.
8. The serving of alcoholic beverages on the premises shall be permitted only after a written request has been approved.
9. Pianos, tables, chairs, and equipment should not be moved from one area to another without approval. All items must be returned to their assigned areas, daily, after completion of the activity.
10. Courtesy to other groups meeting in the facility at the same time is expected.

If violations of these guidelines occur, the sponsor of the event will be promptly notified. The sponsor must take immediate corrective action, including asking the offenders to leave the premises if necessary. Failure to correct the situation may result in immediate termination of the event and have a direct impact upon future use of the facility. We appreciate your cooperation and assistance in preserving and respecting our facility.

As mentioned previously, a priority policy is in effect. Every effort will be made to honor approved requests. However an extraordinary occasion may arise which will necessitate the cancellation of an event already approved. Advance notice of cancellation will be attempted, but may not always be possible. In no case shall verbal commitments for facility usage be considered, in any way, binding upon the church.

Signature below indicates your agreement to comply with these guidelines.

Sponsor's signature

Date _____