

CENTRAL LUTHERAN CHURCH
BUILDING USE POLICY

Pg. 1 of 4

We acknowledge that the Central Lutheran Church building and grounds belong to God. As a congregation, we are the stewards and the trustees of the use of church facilities for worship, evangelism and community service.

Central Lutheran Church's (congregation) primary purpose is to carry on the mission and ministry of the congregation. It has the desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organizations share our facilities.

Building use activities fall under the jurisdiction of the Church Council. Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed through the Church Council. Local organizations and individuals for one time, short term, or long-term usage also may use our facilities. When possible, we will attempt to make our facility available for such groups. Our first priority is to congregational programs and membership needs. Priority is then given to nonprofit groups that are supported by church and finally to other nonprofit organizations.

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

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Property Use Agreement Form including Release (Attachment #1)
- Fee Donation Schedule (Attachment #2)

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement Form from the church office or at our Website: www.centrallutheranaz.org
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the church office and you will be notified whether it is approved or not approved.

1. CLC and member functions shall be given preference over non-member functions in scheduling.
2. CHURCH PROPERTY: Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc may be used when using the facility under the rules herein.
3. FACILITY CARE: The church area that you use must be left clean and orderly with church furniture and property returned to its designated place.
4. KITCHEN RULES: The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the appropriate trash containers. Church supplies are not to be used except by church sponsored activities.
5. PIANO/ORGAN: Permission to use the piano/organ must be granted by the Pastor.
6. SANCTUARY SOUND SYSTEM: The Sanctuary sound system is available for use upon request. The system must be operated by a trained member of the congregation and approved by the Pastor. No other equipment may be attached to the church sound system without prior approval.
7. NO SMOKING/NO ALCOHOL USE: All members of all groups using our facilities shall abide at all times by a "no smoking" (including e-cigarettes) rule in all parts of the facilities, including corridors and restrooms.
8. BUILDING USE: All groups agree they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights, and ensuring all doors are secured.
9. NO GAMES OF CHANCE: Gambling on church grounds is strictly prohibited.
10. SUPERVISION OF CHILDREN AND YOUTH: The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
 - No fewer than two (2) adults should be present at all times during any program or event involving children.
 - Adult supervision is required at all times both inside and outside of the church property including parking lot.
 - Children and or siblings of the group members must stay with the group under the care of additional adult supervisors.

11. **NURSERY CARE:** Nursery Care is available. Our safety standards require that two (2) nursery care providers must be present to operate the nursery. At least (1) caregiver must be at a minimum, eighteen (18) years of age.
12. **FOOD AND DRINK:** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silverware, tablecloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
13. **DECORATIONS:** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.
14. **EMERGENCY SCHEDULING CONFLICTS:** The Church Council reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
15. **STORAGE:** Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior approval arrangements have been made through the church office.
16. **BREAKAGE:** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning or repairing any part of the building and or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved. This also applies to landscaping, signage and the parking lot.
17. **SECURITY:** The congregation works to maintain a safe and secure environment within the facility. However no system is foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.

18. FINAL DECISIONS: In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Church Council or their designated representative shall decide the matter and all Individuals shall abide by the Church Council's directions or forfeit the use of the facility.

Reviewed and Updated:

John Pieschl 4/23/2020