

## **Cross of Life Lutheran Church Space Use Policy**

### **General**

One way of fulfilling the church's Christian mission in the community is to allow appropriate use of church facilities. This policy provides guidance for those who wish to use these facilities. First and foremost, Cross of Life Lutheran Church (COL) is a place of worship and for that reason, groups must use the building in ways which are consistent with the mission and values of the church and which extend appropriate care for the facilities. The Council reserves the right to deny any requests for space usage, and to reschedule or cancel a previously approved Space Use Request at any time.

### **Definitions**

1. Church Group - any group that is a part of the Christian life and activity of COL
  - a. Examples - Youth Group, Women of COL, Sunday School, Vacation Bible School, and Montessori School
2. Church Sponsored Group - any group that is sponsored by the congregation or congregational council
  - a. Example - Boy Scout Troop 1717
3. Non-Church Group - any group not meeting the criteria of a church or church sponsored group
  - a. Profit – any group or individuals doing business for profit
  - b. Nonprofit – any group with 501(C)3 status

### **Forms for Space Use Requests**

All church sponsored groups and non-church sponsored groups wishing to use the church's facilities must submit a Space Use Request Form for review and approval by the Council or its delegated representative. The forms are available at the Church Office and online at [www.crossoflifelutheran.org](http://www.crossoflifelutheran.org) and the completed forms are to be returned to the Administrative Assistant (A.A.). The A. A. may approve requests for one-time events that do not conflict with any church or other group activity or with the COL mission. Requests for repeated use or for multiple day events must be approved by the Senior Pastor in accordance with this policy. Any requests deemed unusual or controversial will be forwarded to the Council for action (at least two days prior to a regularly scheduled meeting). The A. A. will notify the group by mail or electronic communication. The A. A. shall maintain a calendar of approved events identifying the approved facility location(s).

Church groups and sponsors of church activities must make space and time arrangements with the Church Office to insure that conflicts are avoided.

### **Priorities**

1. Church worship activities take precedence over all other activities whether church, church sponsored, or non-church group activities.
2. All church groups and church sponsored groups have priority over any non-church groups as to location, day, and time. In the event of a conflict with a non-church group scheduled activity, the non-church group will be given notice so that other arrangements can be made. The notice will be given as far in advance as possible. In the event of a conflict between two church groups or two church sponsored groups, the conflict will be resolved by the staff through negotiations with the two groups.
3. A non-church group to which a member of Cross of Life belongs will be given priority over other non-church groups.

### Use of the Worship Space

The sanctuary has been dedicated to the worship of God. Under no circumstance shall anything done in the space detract from that purpose. To that end, the following policies govern the use of the COL worship space.

1. All parties desiring to use the worship space will complete a Space Use Form for approval by the Senior Pastor and/or Council.
2. The Council and the Senior Pastor will determine if the proposed use of the space reflects the purpose for which it was dedicated.
3. The altar and other worship furnishings may not be used for any purpose other than worship and generally should not be moved. If the altar is to be moved, representative(s) from COL must be present to assure that appropriate care is given to the altar and furnishings. Generally, outside of Christian worship, the chancel area shall not be used. The altar is never to be used in a casual manner or as a table.
4. In all other ways the use of the worship space must conform to this Space Use Policy.

### Church Equipment

1. Local telephone calls may be made from the telephone located in the kitchen. No long distance or toll calls may be made from church telephones.
2. All groups must arrange for the limited use of audio-visual equipment with the Church Office.
3. The tables and chairs are NOT to be taken from the church premises unless:
  - a. A written request has been submitted to the A. A. The request must identify the organization making the request, specifically identifying the date the equipment is needed, the day it will be picked up, the location where it will be used, the number of tables and/or chairs to be borrowed, and the date of return.
  - b. The group or individual borrowing the equipment accepts the responsibility for returning it in an undamaged condition (or replacing it if damaged) and returning it to the proper storage area on, or before, the stated return date.

### Kitchen Usage, Food and Beverage

1. **Beverages** – No alcoholic beverages will be consumed on the premises, except with the approval of the Council.
2. **Refreshments** – Coffee and tea (including cream and sugar) or any other refreshments must be provided by the individual groups for their own consumption.
3. **Equipment and Supplies** – Use of the church kitchen and any of its equipment or supplies must be requested on the Space Use Request Form.
4. **Reset** - The kitchen and fellowship hall must be cleaned and returned to its original configuration unless otherwise indicated.

### Cleanup

1. Each group must leave the facilities which it used (meeting room, restrooms, kitchen, etc.) in at least as clean and orderly of a condition as it found them.
2. If equipment and furnishings have been removed from other facility spaces to support an event, equipment and furnishings must be returned to the original location and restored to the original arrangement.

### **Smoking**

Smoking is **not** permitted within the interior of the church building and butts are to be placed in the containers provided.

### **Building Access and Security**

1. All groups shall enter the church doors by the Adult Center.
2. The identified leader of the organization using the building will receive a code for the door. This code is NOT to be shared with members of the group.
3. If the leader unlocks any door with the hex key, that leader is responsible for relocking such door upon departure.
4. Lights, heating, and air conditioning may be used as necessary for the authorized activity. Set the thermostat for HEAT at 65 degrees or lower. Set the thermostat for COOLING at 74 degrees or higher. Fan control shall be set on AUTO. Program switch should be left on "program." The up and down arrows may be used to temporarily raise or lower the temperature when not programmed to the desired temperature at the time of use, (allowing automatic reset after use). DO NOT adjust the programmed temperatures.
5. The identified leader of the organization using the building is responsible for turning off the lights, heating, and air conditioning units, checking the restrooms, and locking the exterior doors before vacating the building.
6. All groups are responsible for providing adequate adult supervision for all children attending their functions. NO minors shall be in areas of the building or grounds in which an adult is not present.
7. A group's access to the church facilities shall be limited to the area(s) listed on the Space Use Form.
8. Violations of these security practices may result in cancellation and future denial of facility usage.

### **Damage and Accountability**

The church entrusts its facilities to the groups using it. It is the responsibility of each group to take all necessary precautions to protect the facilities from damage. The identified leader is the person who will be contacted by the church in the event of a problem or damage resulting from his/her group's use of the facilities and/or equipment. The group will be held fully accountable for repairing/replacing any damage resulting from its use.

Under certain circumstances, an advance deposit may be required for the use of the facilities or equipment. The amount of the deposit will be determined by the Council, or its authorized representative, when it reviews and acts on the Space Use Request.

### **Signage**

No signs or banners may be placed on the exterior of the building or grounds except for church groups or church sponsored groups. Letter sized signs may be posted on the church doors on the day of the event to direct participants to the correct location. Such signs must be removed immediately following the event.

### **Wall Hangings**

Wall hangings, posters, etc. are permitted only with prior authorization of the church office and then only on movable partitions, easels, or bulletin boards.

### **Weddings** (See specific Wedding Policy.)

### **Meeting Date and Time Changes**

Any church sponsored or non-church group wishing to request an additional day or to change the day or time of a previously approved meeting must notify and obtain the approval of the A. A.

**Space Use Request Renewals**

Renewal of continuing church sponsored and non-church group Space Use Requests will be handled by the Council on an annual basis. To facilitate such review, it is requested that each group contemplating a continuing use of the church’s facilities submit a Space Use Request renewal by September 1<sup>st</sup> of each year. Because of the number of groups requesting facility usage, failure to submit a renewal request on a timely basis could result in the loss of that group’s use of the facilities on the desired dates and time.

**Grandfather Clause**

Organizations currently using church facilities may continue at the current fee schedule for two years, with one year’s notification given by the A. A. of approaching rate increase.

**Endorsement**

Use of church space by a non-church organization does not indicate the church’s endorsement of a particular product, perspective, or process. The church is not liable for the effectiveness (or lack thereof) of any product, perspective, or process housed within the building.

**Liability**

All “for profit” organizations using the facility must provide a Certificate of Liability Insurance for \$1,000,000 naming Cross of Life as an additional insured (unless waived by the Council) and must sign a release of liability of the church as part of the Space Use Request Form.

**Fees**

Due to the increased use of the church facilities and the rising cost of utilities, the church has instituted a fee schedule for use of the congregational buildings. Events necessitating the need to have a staff member at the church will be charged an hourly rate. “For profit” groups may also be assessed a fee for utility and janitorial expenses consistent with the amount of space used by the group. A damage deposit may be required for one time/infrequent users. The deposit will be returned at the conclusion of use if the facilities are vacated in a clean, undamaged condition.

Fees for use of the church vary, depending upon the type of organization requesting use, the frequency of use, and the number of heating/air zones used. “Use” is defined as 4-5 hours. Longer usage would require additional payment, prorated according to use.

<u>Type of Group</u>	<u>Single Use</u>	<u>Ongoing Use</u>	<u>Deposit Amount</u>
Church Group	\$0	\$0	\$0
Church Sponsored Group	\$0	\$0	\$0
Non-Church Group			
Nonprofit*	\$0	\$25 per use, per zone**	\$200
Profit	\$50	\$25 per use, per zone**	\$200

Use of kitchen by all non-church groups: Additional \$100 per use.

\*For nonprofit organizations, the amount listed is a suggested donation.

\*\*Zones refer to the sections of the building requiring heat/air.

Events charging an admission fee and large scale events will be addressed separately on an as needed basis.