

Bethlehem Evangelical Lutheran Church Facility Use Policy

PURPOSE

The congregation of Bethlehem Evangelical Lutheran Church (the “Church”) is a community of baptized persons that worships, learns, witnesses and serves. To these ends, the congregation commits the use of its facility, buildings, grounds and equipment to its membership within and to its neighbors without. This policy is maintained by the Facilities Ministry Team.

SCOPE

Use of the facility shall be restricted to religious, educational, cultural, social, community service, professional, commercial, and fraternal activities. No organization, group or an individual may make use of the facilities for fund raising or money-making activities, which are not for charitable or nonprofit purposes. Use of the facility shall comply with all applicable policies including the Safety and Safe Sanctuaries Policies.

AUTHORITY

The Congregation Council (the “Council”) shall have initial approval and exception-to-policy authority for all uses of the facility.

REQUESTS, APPLICATIONS, AND APPROVALS

Requests to use the Church facilities by or on behalf of non-Church organizations, groups, and individuals who are not members of the congregation require the submission of an Application Form for Use of Bethlehem Evangelical Lutheran Church which is attached. Church members requesting the use of the facility for a non-church related activity will also be required to complete an Application Form for Use of Bethlehem Evangelical Lutheran Church. Applications shall be submitted to the Church office. All applications submitted by, or on behalf of, non-Church organizations, groups and individuals who are not members of the congregations, shall be referred to the Council for review and approval at a regularly scheduled meeting. Organizations, groups, or individuals desiring to use the Church facilities to advocate positions that are contrary to the teachings of the Church or of the ELCA shall not be approved. The approved applications and a list of approved organizations and groups shall be maintained in the Church office.

Priority shall always be given to regularly scheduled worship services and activities of the congregation.

Requests for use of facilities by Church members for Church related activities and approved organizations and groups shall be processed by the Church office staff.

All approved, recurring applications will be reviewed annually by the Office and Business Manager, typically in August. Only substantial changes will require an updated application and approval by the Council.

Requests for special services, i.e., baptisms, weddings, and funerals shall be referred through the Pastor(s). Scheduling for special services shall be coordinated through the Church office.

Applications shall be processed in order of submission on the basis of activity, acceptability within the scope stated above, and availability of facilities requested. Scheduling of approved applications shall be coordinated through the Church office.

FACILITY USER'S GENERAL RESPONSIBILITIES:

It is the policy of the Church that it shall be alcohol free, with the exception of the sacrament of Holy Communion and toasts at wedding receptions. Approved organizations and groups using the Church facilities shall agree that no alcoholic beverages shall be served or available for consumption on the premises of the Church except as noted above or approved by the Council.

It is the policy of the Church that no smoking shall be allowed on the premises of the Church. Approved organizations and groups using the Church facilities shall respect this prohibition on smoking.

The facility shall be cleaned and left in a condition comparable to that in which the organization found it. Upon leaving the facility, all doors and windows shall be closed and locked, and all lights turned off. Failure to do so may result in denial of further use applications.

Any approved organization and group issuing a press release or any other form of publicity in connection with an event to be held at the Church shall agree that such publicity, if it references the Church, shall contain a disclaimer to the effect that the use of the Church's facilities does not necessarily constitute or imply the Church's endorsement or the positions of policies of such organization or group. The Council may grant exceptions to this requirement.

FACILITY/EQUIPMENT USES:

- Sanctuary: The sanctuary is intended to be used exclusively for worship, prayer, and other activities officially approved by the Council or Senior Pastor.
- Pianos, Organ, and Bells: Use and/or movement of any piano, the organ, and or other instruments or equipment must be approved and conducted under the direction of the Music Director and/or the Worship Ministry Team.
- Kitchen Use of the kitchen shall comply with BELC's Kitchen Use Policy.
- Other Equipment: Movable Church property (chairs, tables, etc.) may be borrowed by members for use within the scope of facility use outlined above. Use of kitchen equipment shall be in accordance with BELC's Kitchen Use Policy. Property must be returned to the Church prior to the next activity requiring this equipment. Proper permission must be obtained from the Church staff. The borrower's name and a list of property borrowed shall be left with the church office. The borrower is responsible for the return of the property in the same condition as it was when it was borrowed, and will be expected to provide full replacement cost for any property not so returned or that is damaged beyond normal use as determined by the Church office.

FACILITY USE CHARGES

The Church facility may be used for fund-raising only in accordance with BELC's Financials Policy or by special permission of the Council. BELC members are not charged for use of the facility. A damage deposit of 50% of the total expected fee shall be deposited with the church office PRIOR to scheduled usage. Council may waive the deposit and/or the facility use charge in part or in whole, for the use of the facility based on service to non-profit or charitable organizations.

The following fee schedule is provided for non-members desiring to use BELC facilities/equipment:

Fee Schedule:

Sanctuary	\$150	Key Deposit@	\$ 20/key
Old Fellowship Hall	\$ 25	Copier Use	\$ 0.10/b&w; \$ 0.25/color
Gibson Fellowship Hall	\$ 50	Organ	\$ 25
Kitchen	\$ 25	Piano	\$ 10
Classrooms@	\$ 20	Gathering Space/Library	\$ 25
Working Sacristy	\$ 20	A/V Equipment	\$ 25

In addition to the fees set forth above, users of the facilities will be required to pay for repairs to furnishings and/or equipment damaged during their use. Costs will be invoiced to the user.

Note: If the Gibson Fellowship Hall is used, it is understood that the dividers will not be touched, moved or in any way changed. If the organization needs dividers opened or closed, notification to the Church office MUST be made at least one week in advance of use.

SAFETY

Safety is important to BELC. The applicant is responsible for the safety of those using the facility pursuant to their application. Event leaders and chaperones should consider safety a priority in the planning and implementation of activities, including hazards identification and mitigation, location of alarms, proper emergency procedures, and proper control of participants during an activity to minimize safety risks to themselves and others.

ATTACHMENTS

1. Application for Use of Facilities

Rev	Rev Date	Review Date	Summary of Revisions
0	UNK		UNK
1	9/2006		UNK
2	7/2011	2013	Reformatted; clarified Council's authority for an exception; added Safety section; expanded Special Uses section; updated Fee Schedule.

Attachment 1
BETHLEHEM EVANGELICAL LUTHERAN CHURCH
APPLICATION FOR USE OF FACILITIES

All applications for use of Bethlehem Evangelical Lutheran church (the "Church") facilities are subject to approval by the Congregation Council. The Council may rescind any and/or all approved applications for facility use. All approved application will be reviewed annually, typically in August. An updated application form is required for review and renewal each year.

Name of Organization: _____

Check the appropriate description of your organization: Religious___ Social___
Professional___ Educational___ Cultural___ Fraternal ___ Community Service___
Commercial___ Other _____

Date of Application: _____ **Application type:** New ___ Renewal ___

Organization Representative: _____

Address: _____

Phone: (H) _____ (W) _____ (C) _____

Email Address: _____

Date(s) of Requested Use: _____ **Day(s):** S M T W Th F S (Circle)

Time of Day: _____ **Expected Number of People:** _____

Type of Activity: _____

Room(s)/Equipment Desired: Sanctuary___ Kitchen___ Old Fellowship Hall ___
Gibson Hall___ Sacristy___ Library___ Organ___ Classrooms (list) _____
Piano___ Copier___ Other_____

Room Arrangement Desired and/or Other Requests: _____

Signature

Title

Conditions	Initial
1. It is understood that any organization and group issuing a press release or any other form of publicity in connection with an event to be held at the Church shall agree that such publicity, if it references the Church, shall contain a disclaimer to the effect that the use of the Church's facilities does not necessarily constitute or imply the Church's endorsement of the positions of policies of such organization or group.	_____
2. It is understood and agreed that no alcoholic beverages will be served or consumed nor smoking on Church premises.	_____
3. It is understood and agreed that the facility will be cleaned and left in a condition comparable to that in which the organization found it, especially the kitchen.	_____
For kitchen users: Kitchen policy has been read and understood by applicant.	_____
4. It is understood and agreed that the Church will require reimbursement for the cost of any necessary repairs to furnishings, equipment and/or property damaged during the use, and the Church assume no responsibility for any loss of damage of materials, equipment or property belonging to the user.	_____
5. Upon leaving the facility, all doors and windows MUST be closed and locked (if at end-of-day), and all lights turned off. Failure to do so will result in denial of further use applications.	_____
6. If Gibson/Old Fellowship Hall is/are used, it is understood and agreed that the dividers will not be touched, moved, or in any way changed. If the organization needs dividers opened or closed, notification to the Church office MUST be made a least one week in advance of use.	_____

[OFFICIAL USE ONLY]

No Charge ____ Facility Use Charge \$ _____ Deposit \$ _____ Total Rec'd \$ _____

Received By: _____

Key Holder Name _____ Key # _____ Date _____