

TRINITY LUTHERAN CHURCH & SCHOOL

FACILITY USE POLICY

The Pastor and the Church Executive Board must approve all uses of church & school property and facilities. Priority shall be given to church members, their immediate families and organized groups that are part of the ministry, organization, or sponsored activities of the church or school.

The church & school believes that its property and facilities are to be used for the fellowship of the Body of Christ and to bring glory to God. Although the facilities are not generally open to the public, we sometimes make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian service that is consistent with the Gospel of Jesus Christ. Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's or school's faith or moral teachings, which are summarized in among other places, the church's constitution and bylaws and in various places on our website and on the website of The Lutheran Church – Missouri Synod, lcms.org.

This facility use policy is consistent with our belief that allowing our property and facilities to be used for purposes that we determine are contrary to this church's beliefs would be an endorsement of those purposes and contradiction and grave violation of the church's faith and religious practice (2 Cor. 6:14; 1 Thess. 5:22). Further, it is important that the church & school present a consistent message to the community and that the church staff and members conscientiously maintain that message as part of their Christian life and as a witness to others that is consistent with the Gospel of Jesus Christ. Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church or school facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church & school facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church & school understands all of its property as a gift from God to be received with thanksgiving and to be set apart and used to honor of Jesus' name in ways that are consistent with our faith in Him (Col. 3:17).

Consistent with this policy, church & school property, facilities and equipment will be made available to non-members or outside groups which affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.

Facility Use Hours

Facilities are available between the hours of ____ a.m. and ____ p.m. Use outside these hours may be approved by the Pastor or Church Executive Board.

Scheduling Events

Facility use request shall be made to the Church Executive Board by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church or school calendar only when the Church Executive Board approves the use.

Fees

Use of church and school facilities is subject to a use and maintenance fee of \$_____ to pay for the upkeep of church & school facilities. Church members are not required to pay a fee for usage because maintenance of the facilities are derived from member tithes and offerings.

Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in church or school facilities.
2. Smoking Policy: Smoking in any indoor church or school facilities is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages in classrooms, worship space is not allowed.
5. Church & School equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
6. All lights must be turned off and doors locked upon departure.
7. Clean-up is the responsibility of the group using the facility unless otherwise noted. A clean-up fee may be added to the facilities use fee at the discretion of the Church Executive Board.
8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on the church and school premises. Any person exhibiting such behavior will be required to leave the premises.
9. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church or school facilities.

10. Facility usage requires the presence of adult supervision at all times.
11. Note that certain unanticipated events may require your event be relocated.
(I.e. funerals)
12. The congregation is not responsible for theft or damage to personal property brought into the buildings.
13. Group acknowledges that they will not bring or allow dangerous items to be brought into the facility.
14. This document constitutes the entire agreement between the parties and is not assignable.

Insurance

For all non-church and school sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$_____. The user must also sign a "Facility Use and an Indemnity and Hold Harmless Agreement."

Church / School Facility reservation Request and Agreement

Name of person or organization requesting use of facilities: _____

Please state whether you are a:

Church Member School Family Church-Sponsored Ministry Non Member

Non-Member Group / Organization

Contact Information

Address: _____

Phone Number: _____

Email Address: _____

If the requested use is by an organization not affiliated with the church or school, please briefly state the organization's purpose and mission: _____

Please list the organization's website, if any: _____

Please list the names of the organization's officeholders and leaders: _____

Regardless of type of user, please describe which church or school facilities you are requesting use of and the purpose for which you intend to use the facilities.

What date(s) and time(s) are you requesting to use the facilities: _____

If you are requesting use of the church's facilities for a wedding, please list the names and contact information of the bride and groom:

Bride: _____

Groom: _____

Please list the name, contact information, and religious affiliation of the person officiating the wedding: _____

Please describe the marriage preparation counseling or training undertaken by the bride and groom: _____

I affirm that:

- 1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.**
- 2. To the best of my knowledge, the purpose for which I am requesting use of the church or school facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware of church or school staff.**
- 3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's or schools facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church or school staff.**
- 4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$_____, a certificate of insurance for at least \$_____ of coverage, and any other fees required by the church or school.**
- 5. Understand that the church or school does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the approval of the Pastor and Church Executive Board, which is conditioned in part on my agreement to the requirements in the "Church / School Use Policy" a coup of which I have read and understood.**
- 6. I understand that I will be responsible for any damages to the church or school facilities resulting from this proposed use of facilities.**
- 7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally Matt. 18 and 1 Cor. 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.**

Name

Date