**Policy Guidelines for Building and Facilities Usage:**

**Grace Lutheran Church - Castalia, Ohio**

**Request for Usage and Application information**

1. All requests to use facilities must be made through the church office and cleared with the church calendar. No event can conflict with church activities.
2. Once the request is approved, the completed application form and any applicable fees must be received in the church office within one week in order to secure the reservation on the calendar.
3. Application for use of the church facilities by any person, group, or organization for a non-church activity (i.e. Project Share Spaghetti dinner, Women's Gathering, member family celebrations) can be made only by an active Grace Lutheran church member. The application must be made through the church office, approved, and scheduled on the church calendar. **After approval, that same church member will be responsible for paying the donation fee for use of the facilities and must be present during the entire event.**
4. A donation of $100.00 will be requested for a one-time use of the fellowship hall or other facility of the church. The Building Use form must be completed in order to use the facilities. Payment should be made to the church office before the scheduled event. Activities of church organizations and non-profit groups or organizations, such as Scouts, Alumni committees, and Bloodmobiles, will be exempt from having to make a donation or a deposit for use of the church facilities, upon approval of Church Council.

**Guidelines and Polices for Building Facilities**

1. As noted in the congregation’s and ELCA constitution, all official pastoral acts (worship services, weddings, funerals, baptisms, memorial services, etc.) in this congregation’s facilities are to be conducted by the officially called pastor of this congregation. During a pastoral absence (vacation, sabbatical, etc.) official pastoral acts shall be conducted by the ELCA rostered leader designated by the called pastor to provide pastoral coverage during said absence. In emergency situations, such as an unexpected illness or accident, when the called pastor is unavailable another ELCA rostered minister may be called to officiate.
2. The sanctuary of the church is not to be used for money making activities. Use of the sanctuary must be scheduled with the church office and permission granted by the Pastor. If there is a conflict in the schedule the Pastor will decide which function takes precedence. Those using the sanctuary must make sure that it is left in clean condition after being used.
3. The last person to leave the church should be the person in charge. That person should make sure that the windows are closed and locked, the restrooms are checked, the lights turned off, and all outside doors locked. If any thermostat settings have been changed, they should be returned to the normal setting. Worship assistants will assume this responsibility after the service on Sunday mornings.
4. In the case of weddings, applicant will need to follow additional guidelines given by Pastor and outlined in the “Wedding Policy” booklet.
5. Use of the church facilities is limited to those facilities requested in the original application.
6. There will be no smoking in the church building or on the property.
7. All Saturday evening events should end by 9:00 pm, so that the custodian may clean · for the Sunday morning services.
8. No alcoholic beverages will be permitted or consumed in the church building or on the property, other than for Holy Communion.
9. Grace Lutheran Church will not be responsible for any items lost or taken while at the church.
10. The custodial fee for cleaning the church for non-member funerals is $50.00.
11. Donations for use on a continuous basis will be established in a written contract between the user and the church.
12. Church property not left in proper order following use will be viewed by the Council Liaison for Property, cleaned by the custodian, and the person signing for the use of the facility will be assessed a cleaning fee of $20.00 an hour, with not less than one or more than 2 hours of time assessed.
13. Damages to the church or property incurred by the user will be paid for by the person signing for the use of the facilities.
14. All meals shall be cooked or prepared in the kitchen on the lower level.
15. Per prior policy, bereavement meals shall be provided for the family of any person (member or non-member) at whose funeral service the called pastor at Grace serves as the officiant regardless of the location of the service.
16. The Gathering Area is primarily intended for informal gatherings such as fellowship time following worship, meetings, Bible study groups, etc.
17. Food consumption in the Gathering Area is limited to light snacks or finger foods and beverages. Light meals may be permissible within the guidelines below.
    * Sit-down meals in the Gathering Area are limited to groups of 25 or fewer and should be prepared in the lower-level kitchen.
    * In the event that the Fellowship Hall is unavailable, bereavement meals may be consumed in the Gathering Area. Capacity in this room is limited to 55-60 people.
18. The Gathering Area may be used as a ‘staging and distribution area’ for the Community Meals and Food Pantry.
19. All rooms used must be left in the condition in which they were found. This includes the placement of all furniture.

**Guidelines and Polices Equipment Usage:**

1. Tables and chairs will not be removed from the church property.
2. Kitchen appliances and utensils may not be borrowed.
3. Church computers, printers, and copiers will be used only by authorized persons.
4. Use of other church property must first have the approval of the Council Liaison for Property and the Pastor.

**Door Code and Key Distribution Policy:**

1. Church members, as defined in the constitution of the Church.
2. Church employees as necessary for their duties.
3. Leaders of Church ministries such as the Sunday school, dartball league, food pantry, and others, for the time that they are active leaders.
4. Leaders of community groups such as Cub Scouts, Girl Scouts, 4H, and others, for an agreed period of time, as documented and controlled by the completed policy agreement form. Failure to complete this form means that the group will not be able to use the building for their meetings.
5. Flower shop personnel, funeral director, and others, at the permission of the President of the Congregation or the Pastor.

**BUILDING USE APPLICATION FORM for Grace Evangelical Lutheran Church**

Name of Individual or Organization \_

Date of Application \_

Applicant Name \_

Address of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Activity

Dates Requested Time In Time Out

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Area(s) of Building Requested

\_\_\_\_\_\_\_\_ Fellowship Hall \_\_\_\_\_\_\_ Kitchen \_\_\_\_\_\_ Gathering Room

\_\_\_\_\_\_\_Restrooms \_\_\_\_\_\_\_ Sanctuary \_\_\_\_\_\_\_ Classroom (How Many? )

Special Equipment Needed \_

Specify quantity for items needed: Tables \_\_\_\_\_\_ Chairs \_\_\_\_\_\_ Microphones \_\_\_\_\_\_

Special Services Needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant has read the "Building Use Guidelines” and agrees to abide by all policies and conditions specified therein as indicated by the signature entered below.

Applicant Name/Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* Damages incurred during rental will be handled according to the Building Use Guidelines.

\*\*\* Property must be left in same condition as found, including furniture placement.