

BUILDING USE POLICY – GLORIA DEI LUTHERAN CHURCH

Approved 10/20/2004 Revised 9/2008

Gloria Dei's ministry is to live in God's word, live out God's love, and go to where God is. The purpose of Gloria Dei's facility is to house and encourage this ministry. The building and grounds are tools for enhancing the witness of the congregation. Gloria Dei Lutheran welcomes the use of its facilities by church members and other groups who support the mission of the congregation. Gloria Dei Lutheran Church welcomes support groups and on-going non-profit groups whose goals and values are consistent with those of the congregation to meet in its facility.

The building, equipment, furnishings and supplies are the property of the congregation and, therefore shall not be used by any group or individuals without prior approval. Arrangements to use the building shall be made with the Gloria Dei office, 371-3737. Building use expectations, deposits, and related information will be handled through the office.

Gloria Dei Lutheran Church is not responsible for accidents or injuries due to unauthorized use of property or building.

Building use events shall fall into one of the following four categories:

Category 1: Congregational events scheduled by the program staff, congregation council or congregation committees. Sensitivity regarding funerals is expected from all building users.

Category 2: Events including weddings, wedding receptions, wedding brunches, rehearsal dinners. Completion of an "Application for Building Use" is required.

Category 3: Non-profit events whose goals and values are consistent with those of Gloria Dei. Completion of an "Application for Building Use" is required. Gloria Dei is not to be used for any fund-raising activity.

Category 4: General use. Other groups, to include overnight groups, whose goals and values are consistent with those of Gloria Dei. For this type of use, there must be a congregational sponsor. Completion of an "Application for Building Use" is required.

- Events in categories three and four may be tentatively scheduled 18 months in advance but will be confirmed 90 days in advance. Pastors, congregation council and congregation committees may schedule events and reclaim these dates prior to the 90-day confirmation deadline. Groups that meet on a regularly scheduled basis will be required to re-submit a building use application annually by March 1.

- The Congregational Council shall establish a schedule of appropriate fees for use of the facilities. Fees may be adjusted or waived for non-profit groups whose goals and values are consistent with those of Gloria Dei.

- Groups using the facilities may be issued a building key for access to the building. Keys must be checked out from the church office during regular weekday business hours. A key/damage deposit of \$100.00 will be charged to be refunded when the key is returned and if no damage is found. Keys must be returned within three working days after the event or the key/damage deposit is forfeited. The deposit is also forfeited if the building is left unsecured by the group using the facilities. The building must be secured according to the checklist accompanying this sheet

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- No property or equipment of the church shall be removed from the building except for repairs or replacement. This applies to utensils, tables, chairs, VCR, musical instruments, etc. Groups using the facility on a continuous basis for meetings must notify the church office when they will NOT meet and also when they use the facility for an activity other than their regular meeting.
- The use of the facilities is limited to non-profit organizations. No person, group, or organization may use the grounds or facilities for commercial or political activities or charge admission fees. Freewill offerings may be received.
- Church staff shall approve all building use agreements.
- In all cases, Gloria Dei reserves the right to refuse the use of the church facilities
- The Board of Administration will annually review all long term building use agreements.

GUIDELINES FOR THE USE OF GLORIA DEI SANCTUARY PIANO AND ORGAN

- Practicing on organ and piano: free, no heat provided, clear time with Music Director, no keys issued.
- Recitals by individual congregational members: heat/air provided, clear date with Church office and Music Director. No fees charged.
- Student recitals and/or concerts: heat/air provided, concert approved by Music Director, date cleared with church office and Music Director. Fee charged will be \$25 per hour.
- Non-member use for recitals, concerts, and recording sessions: heat/air provided. Concert approved by Music Director and date cleared with Church Office. If renter wants the piano tuned, the individual renter pays the cost of tuning the piano and Gloria Dei's tuner is used. Advance notice must be given so the church staff can secure its tuner, and the written agreement is signed and returned to church office. Sanctuary fee will be \$100 and is over and above the cost of tuning.
- **NO object may be placed on the grand piano for any reason.**

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USE AND CARE OF FACILITIES

One of the underlying assumptions about the use of church facilities is that they will be used with proper respect and care. Groups using the building are responsible for leaving the facilities in a clean and safe condition. Payment of fees for space or other services are to be paid in advance of use.

Your Responsibilities

All users will exercise normal care in the use of our facility.

- No smoking is permitted in the facility or on Church property. The person making the reservation will enforce this restriction.
- Alcoholic beverages are not allowed in the facility or on Church property. The person making the reservation will enforce this restriction. Gloria Dei reserves the right to cancel the event if this rule is violated.
- All trash is to be placed in the containers provided.
- All users are responsible for the safety and actions of anyone they bring onto Gloria Dei property.
- All users are responsible for providing adequate security to ensure that unauthorized people do not gain access to Church property because of the permitted use.
- Any items brought onto Church property must be removed immediately after use, unless advance arrangements are made.
- Posters, visual displays, etc. may not be affixed to walls (no tape, tacks, screws, hooks, or nails).
- **You must provide your own paper goods, plastic silverware, coffee, lemonade, sugar, creamer, and condiments. Gloria Dei does not provide these items.**
- **DO NOT serve red, orange, purple or blue beverages in carpeted areas.**
- If there is a spill, please try to clean it up as best as possible. Also, please leave a note specifying what was spilled.
- In case the fire alarm is set off, evacuate the building and call a person on the emergency list. Call 911 if needed.
- Do not use Gloria Dei's name in advertising as a sponsoring organization.
- Do not publish Gloria Dei's phone number to call for further information.

Refund of deposit check depends on condition of building after you leave.

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CHECKLIST FOR GLORIA DEI BUILDING CLOSING

1. Survey the room you were using to see that it is in the same condition as when you arrived:
 - a. Trash picked up
 - b. Windows closed
 - c. Lights turned off
2. If your group used other areas of the church, be sure to check those for:
 - a. Trash picked up
 - b. Windows closed
 - c. Lights turned off
3. If you used the nursery, check for the items listed above plus make sure the toys are put away.
4. If you used the kitchen, **MAKE SURE ALL OF THE APPLIANCES ARE SHUT OFF**, any leftover food is taken with you, and dishes are back in the cupboards.
5. **TURN OFF ALL LIGHTS. ****

****NOTE:** The security lights will remain on in some areas. They cannot be turned off. The bathroom lights will turn off automatically.

If a problem or emergency arises in the evening, which you cannot handle, please call a person listed on the emergency list below in the order listed:

Jeff Riley	371-0397
Cheryl McGuire	371-1814
Heidi Kvanli	371-2793
Gordy Albers	743-2603
Loren Odland	271-4065