

ST. MICHAEL LUTHERAN CHURCH

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BUILDING USE POLICY AND GUIDELINES

Introduction:

The building and equipment of St. Michael Lutheran Church is a vital element of the ministry to our families and community. It is the intent of the St. Michael Lutheran Church Council that the use of the church facilities be appropriate to the mission of the church, the safety of the users and supports the economic requirements for maintenance of the facilities. This policy defines appropriate uses for the facility, guidelines and associated rules for use.

There shall be an understanding with all groups that the use of the St. Michael facilities may have to be altered due to unexpected church needs (i.e. funerals). The building use agreement reads — "Usage by outside groups of any room is always secondary to the needs of the church."

Statement of Policy:

Our church has been blessed with a wonderful facility to carry out the mission of the church. Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out the ministry objectives and goals
- Users exercise proper care and safety
- Such facilities are properly protected against loss or misuse
- Wise stewardship is being expressed through energy conservation, cost reductions and safety measures
- The life of the facilities is extended through a proper maintenance program.

Policy for Building Use:

- Church-related events/meetings take precedence over outside activities.
- Use of office equipment (copier, fax, etc.) is for church-related events only.
- Groups and organizations of the church have full use of the building at no charge subject to available space, as determined by the master calendar in the office.
- Other organizations or groups may apply for the use of our facilities, subject to availability. Normally, such requests will only be granted when the group includes a member in good standing of St. Michael, and the usage will not conflict with the purpose or policies of the congregation.
- All ongoing or regularly scheduled use of the facility by outside groups will require approval of the St. Michael Congregation Council.

Criteria To Determine Building Use:

- Activity fits with who we are and what we believe
- Space availability
- How use impacts other programs
- Evaluation of safety/legal issues
- Group understands respect for the property
- Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. The facility may be used as a polling place for elections.
- Organizations engaged in political advocacy, unless advocating for issues endorsed by this congregation, or the Southeastern Pennsylvania Synod of the ELCA, or the Evangelical Lutheran Church in America, are not eligible to use the church facilities for their programs.
- The Senior Pastor must approve all worship related activities.
- The Music Director must approve all music recitals.
- The Senior Pastor must approve all weddings prior to them being entered on the church calendar.
- The Facilities Manager approves all other usage.
- Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

Use by St. Michael Lutheran Church members for special occasions

St. Michael members may use the church facilities for anniversaries, receptions and related events, and are encouraged to make a contribution for use of the church facilities. Members of St. Michael Lutheran Church are those individuals and families on the church roll.

Reservations:

A Space Use Request Form must be completed by all groups and submitted to the Church Secretary at least 2 weeks in advance of the activity. The Space Use Request Form provides for every area of the church. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form.

The Facilities Manager will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. All church activities are scheduled on the master church calendar.

Approvals

The Senior Pastor must approve the use of the sanctuary for any event.

The Director of Music must authorize use of church musical instruments.

The Facilities Manager shall be authorized to decide on a day-to-day basis which groups may use the building and on what basis, free, nominal fee or regular fee. She/he shall consult with the staff and/or Chairperson of the St. Michael Lutheran Church Council whenever she/he is uncertain about how to answer a building use request.

Insurance

Non-church groups that use the facility are required to provide a Certificate of Insurance for Public Liability in the amount of \$1,000,000 combined single unit minimum. St. Michael Lutheran Church must be named in the policy as Additional Insured, releasing St. Michael Lutheran Church and its congregation of liability.

Certificate of Liability and Property Damage insurance coverage naming St. Michael Lutheran Church as an additional insured MUST be on file prior to the date of the event by all outside groups to St. Michael Lutheran Church for the purpose of covering liability and property damage or accidents that might occur on church property. Any member of St. Michael using the facilities and serving food or beverages must provide a Certificate of Insurance for Public Liability in the amount of \$1,000,000 combined single unit minimum. St. Michael must be named in the policy as Additional Insured, releasing St. Michael Lutheran Church and its congregation of liability.

Publicity and Promotion

Any outside group using publicity material and/or making public service announcements in which the St. Michael Lutheran Church name is used must have prior approval by the Facilities Manager. The sale of admission tickets to the event must be handled by the user with the approval of the Facilities Manager.

General Guidelines for Building Use

- Because we do not have a full-time cleaning staff, we ask that you be respectful of the next group needing to use the space. When leaving, please ensure that:
 - All property and furniture has been returned to its rightful place and condition.
 - All trash and litter has been properly disposed of in the outside garbage containers located near the parking lot.
 - Tables have been wiped down and, if necessary, floors have been swept or mopped.
 - The thermostats should be left on automatic or left untouched.
 - All kitchen appliances are left clean and shut off.
 - Restrooms need to be checked (paper towels in the trash, water off, toilets flushed, etc.).
 - All lights turned off.
 - Lock and secure all doors, key returned to office.
- Any event requiring the use of the kitchen must have the leader/person in charge trained in the use of the equipment. See "Kitchen" below.
- Serving drinks containing red or purple coloring are not permitted in carpeted areas in the facility because of the staining potential.
- No nails, tacks, staples, or tape may be attached to the walls, carpet, furnishings or equipment.
- The church campus is designated as a smoke-free facility. Smoking is not allowed in any part of the building including rest rooms.
- The use of any illegal substance on church property is strictly prohibited.
- The serving of beer or wine at any event must be approved by Church Council. The use of hard liquor is not allowed at any time.
- Gambling and gaming activities must be approved by Church Council.
- The leader/person in charge is responsible to pay for all damages and/or loss of church property that may result from its activities.

- Any damage or other problem with the building or any of its facilities should be reported IMMEDIATELY to the church office. Should there be any oversights the leader/person in charge will be contacted to resolve these issues.
- Building users are not to move furniture or equipment without prior approval.
- Groups using the facilities may use the kitchen facilities to make coffee only if they have been instructed in the use of the equipment.
- Cooking or food preparation is not allowed unless those involved are certified food handlers (and can provide proof of certification) and have been instructed in the use of the kitchen equipment.
- Groups using the fellowship hall may serve food that has been brought in by an approved caterer. All groups must provide their own supplies and equipment such as cups, silver, serving bowls, etc. See “Kitchen” below for more specific requirements.
- Each group or organization must designate a representative who will consult with the church staff in advance of the event and be responsible for:
 - Custody of a key, if needed, and unlocking and relocking all doors and windows.
 - Regulating thermostats for heating and cooling, according to instructions
 - Accounting for damages to the facility.
 - Basic clean-up, such as putting trash in bins and otherwise leaving the room in the same condition as at the beginning of the event.
- The user will be charged a fee for custodial services. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned person will serve as the church's representative should questions or needs arise during the event.
 - To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:
 - The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
 - Activities and programs are limited to the space that is assigned.
 - Suitable attire is required at all times.
- In order to avoid possible damage to carpet and furniture, placement of flowers, plants, decorations, and props must be approved by the Facilities Manager.
- Dining or the serving of food is limited to pre-approved designated areas - check with the Facilities Manager.
- Use of candles is allowed only in designated areas and must be approved by the Facilities Manager. If approved, the candles must be the “dripleless” variety.
- The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
- If furniture or equipment is to be moved, it must be done with the permission of the Facilities Manager to maintain the quality of the building's furniture and equipment, and prevent damage.
- All decorations in the facility and on the grounds of St. Michael Lutheran Church must be approved by the Facilities Manager and/or Building and Property Committee. No items may be affixed to any surfaces without the consent of the Facilities Manager.
- The user will be held responsible for any damage done to church property.
- **The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.**

- When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on church property All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
- Fireworks, firearms and other weapons are not allowed on church property.
- Church furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of St. Michael Lutheran Church, and may not be removed from the premises. The requesting individual/ group assumes full responsibility for the costs of damage repair or replacement.
- Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.
- The capacity of the Fellowship Hall should not exceed fire code capacity at any one time. Currently 300, and 240 with tables and chairs.
- No food or drink shall be permitted in the sanctuary.
- Groups using areas and facilities are expected to leave such areas and facilities in the same general condition as provided. Groups that leave the space or facilities in an unacceptable condition may be denied permission for future use and/or charged for out-of-the ordinary cleaning, repair or replacement expenses.
- The primary entrance doors will be those nearest the office. The entrance doors nearest the sanctuary should only be used when the sanctuary is in use.
- Church furniture and equipment shall not be used off-site. The Facilities Manager should be notified before moving items within the church.
- Any changes to the fee schedules must have prior approval of the St. Michael Lutheran Church Council.
- All activities must conclude by 10:00 PM unless there is prior approval.
- Any decorations, rental equipment, props, etc. must be removed at the conclusion of the activity or other arrangements made with the Facilities Manager.

Guidelines for Specific Areas:

The **Narthex** is the entrance to the Sanctuary, and a place to gather, greet and prepare for worship. The Narthex provides a space to gather and socialize after services. The Narthex can be a place where guests form their first impressions of St. Michael Lutheran Church, therefore the Council wants to keep the space inviting and uncluttered.

There is purposefully a limited amount of furniture in the Narthex to facilitate the flow of people in and out of the Sanctuary and to provide space for socializing. For these reasons, the following guidelines will be in place:

- Only a limited number of informational displays should be set up.
- Additional tables are not allowed except for special events and/or when approved by the Facilities Manager.
- Posters, signs and displays should not be put on the walls. A limited number of posters may be displayed on easels.
- All food, beverages, recyclables, and waste must be cleaned up after services/events and removed from the Narthex. Recyclables and waste should be taken to the garbage cans outside the building.

Sanctuary:

NO FOOD OR BEVERAGES ARE ALLOWED IN THE SANCTUARY, with the exception of communion elements. Reverent and sacred programs may be held in the sanctuary, as this is the most holy part of our facility and is to be respected as such. The Senior Pastor must approve any program using the Sanctuary.

Furnishings (altar, lectern, tables, etc.) may be moved only with permission of the Senior Pastor. Music instruments may be moved only under the supervision of the Music Director and with the approval of the Music Director

Sound system may be used only after instruction in its use.

Kitchen:

The St. Michael Kitchen shall not be used for the preparation of food as per the Chester County Health Code. The purpose of the kitchen is to provide a setting and equipment for the serving of food, which has not been prepared at St. Michael's Church. Acceptable uses of the kitchen are:

1. Receptions after funerals, weddings, or baptisms in which donated food dishes/ cold cuts are served
2. Covered dish or pot-luck suppers
3. Breakfast/Brunch in which food is prepared outside of St. Michael
4. A catered reception or meal, in which food is kept warm/cold, plated, poured, or is arranged for serving.*

Those groups wishing to use the St. Michael kitchen facilities need to carefully read the *Kitchen Checklist* that is part of the packet they will receive. One person from the outside group will be the designated *point person* who will be the person to sign off on and return the kitchen check list indicating that all items have been completed. At no time during the use of the kitchen facility should any equipment or food or equipment be taken outside of the Kitchen or Fellowship hall Facilities.

Furthermore it is the responsibility of the group to familiarize themselves with the location of the Fire Extinguisher /Suppression systems, the Circuit Breaker Panel, and the Emergency Gas Shut off as well as the safe operation of the dishwasher and gas/oven systems. [*Note-Guidelines and directions for all kitchen equipment may be found in the white binder that IS TO STAY IN THE KITCHEN AT ALL TIMES*] All kitchen equipment is to be used for food preparation and serving only; kitchen equipment is not intended to be used for crafts]

***Caterers or restaurants bringing food to serve at St. Michael's church shall provide proof of current applicable licensure from the Chester County Health Department.**

- Kitchen equipment is to be used for the serving of food only.
- Non-church related events should provide their own supplies (paper goods, drinks, ice, etc.) All equipment/supplies must be properly cleaned and stored after use.
- All surfaces must be cleaned and cleared after use.
- Floors are to be swept and mopped after use.

- Leftover foods must be stored (labeled, dated and sealed) or disposed of. All food stored in the refrigerator and freezer must be labeled, dated and sealed.
- Dishtowels, dishcloths, and aprons must be laundered and returned within 5 days.
- All trash and litter should be properly disposed of in the outside garbage containers located near the parking lot, and new liners placed in the trash cans.
- Eating utensils or kitchen equipment shall not be taken from the church building except for church events.
- Request training before using dishwasher/coffee makers.
- Familiarize yourself with the:
 - Fire Extinguisher
 - Circuit Breaker Panel
 - Emergency gas shutoff valve
 - Operation of the gas stove/oven
 - Operation of the dishwasher

Fees

The church does not charge a fee for the use of its facilities by members. However, it does incur costs when the facilities are open and available. To help defray costs such as heating, cooling, water and electricity, it is suggested that members make a donation to St. Michael Lutheran Church. This donation is tax deductible.

A deposit of \$50 is required for the use of all keys to the building, which will be refunded when the keys are returned to the office and all other required fees have been paid.

Groups are responsible for damage done to any church equipment or furnishings. There will be a fee of \$25 per damage incident, in addition to the cost of repair or replacement by the church.

Cleaning Services: The availability of space or facilities depends on the availability of the cleaning service to properly service space before, during, or after the requested event. If cleaning services are required (outside regular working hours) the fee is a minimum of \$50 (for up to two hours). Additional cleaning will be charged at the rate of \$25 for each hour beyond the minimum.

Room Usage Fees (per day):

Fellowship Hall

\$ 125 - less than 4 hours
\$ 250 - 4 hours or more

Classroom

\$ 40 - less than 4 hours
\$ 80 - 4 hours or more

Double classroom

\$ 80 - less than 4 hours
\$ 160 - 4 hours or more.

Sanctuary/Narthex

\$ 300 - less than 4 hours
\$ 600 - 4 hours or more

An additional fee may be added if use of the facility exceeds eight hours.

The Church Council may waive or modify the above listed fees at their discretion.

Key Policy

Staff, chairpersons of committees, the Council and the Facilities Committee members will be issued a St. Michael Lutheran Church exterior door key. Others members may also be issued exterior door keys on an as needed basis. These keys should be issued for a specified time period. The time period may be extended if the need for a key continues.

Mechanisms for Obtaining Key, Deposit and Return

A request for key privileges should be initiated at the St. Michael Lutheran Church office by completing the Request for Keys/Access form. Temporary keys for members require a \$10 deposit that will be refunded upon return of the key. St. Michael Lutheran Church keys remain the property of the St. Michael Lutheran Church. Keys must be returned to the office when they are no longer needed.

Lost/Stolen Keys

Lost or stolen keys present a significant security problem. The loss or theft of keys must be reported promptly to the St. Michael Lutheran Church office during business hours. Replacement keys will be made only upon receiving a new Request for Keys Form and payment of a \$10 replacement fee (cash). Replacement of the first replacement key costs \$10; subsequent keys are \$20 each.

Loan of Keys

St. Michael Lutheran Church keys are issued to the holder and must never be loaned or transferred to another individual. Make arrangements to pick up a key the day the facility is needed. The person who will be present and responsible for opening and closing the church, must secure the key.

Responsibilities of Parties:

A. Church Secretary will be responsible for:

- Maintaining the central key control file and keeping up-to-date records of ALL access privileges granted to staff and members;
- Procuring and issuing all keys;
- Securely storing all unassigned keys, pending their re-issuance;
- Furnishing Church Council on an annual basis, with a listing of keys access privileges issued to staff and members for the purpose of verification; and
- Establishing/terminating access privileges for staff and members at the direction of the Church Council.

B. Building and Property Committee will be responsible for:

- Decisions on terminating key and access privileges;
- Reviewing the list of key holders annually to evaluate the continuing need for a St. Michael Lutheran Church key;
- Establishing and maintaining keying system(s); and
- Monitoring security alarms.

C. Employees and members who have access privileges issued to them are responsible for:

- Signing a key issuance record;
- Maintaining security of any keys issued;
- Never loaning or transferring St. Michael Lutheran Church keys to another individual;
- Reporting the loss or theft of keys immediately to St. Michael Lutheran Church office;
- Submitting a new key request form for replacement keys and paying for the missing keys;
and
- Returning all keys, to the St. Michael Lutheran Church office when they are no longer needed.