



FACILITY AND BUILDING USE

Mission Statement:

"We welcome all people, proclaim God's saving grace, and equip believers to be servants of Jesus Christ"

Purpose:

In alignment with our Christian commitment to serve, Grace will make its facilities available to church and service groups both inside and outside of our congregation. The facilities may be used by non-member groups and individuals as outlined in this policy. Grace regards this non-member use as part of this church's service to the community.

Building Use:

Use of the church facility shall always be scheduled with the Director of Involvement.

This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. Background information and references beyond that described in this policy may be requested if needed.

The following guidelines are set forth for building and facilities usage:

1. Who may use the Church (in order of priority).
 - a. Grace church groups or church members using the facilities as part of the ministry of the church. This would include those supported through Grace ministries, Grace Committees, Sunday school classes. No charge.
 - b. Groups that come as invited guests of the congregation of Grace Lutheran Church. No charge.
 - c. Local Charities/ Not-for Profit Organizations/Service Organizations and Charitable organizations (Blood Center, Girl Scouts, etc.) No charge.
 - d. Outside social, civic, educational and non-service groups, or individuals using the Grace facilities for activities may be charged a facilities usage fee, custodial services fee and a host/hostess fee. (See Fees & Charges) Fees for non-member groups may be reduced or waived at the discretion of the Property Committee.
 - e. Grace church members may reserve church facilities for private gatherings per the approval process. (See Fees & Charges)

2. Who may not use the Church
 - a. Partisan political groups.
 - b. Groups operating for commercial gain.

- c. Organizations whose activities are in conflict with the mission of Grace Lutheran Church.

3. Procedures and Guidelines for Scheduling Facilities

- a. Potential groups wishing to use church facilities should contact the Church Office at (262) 377-4770 for a building use packet. (Packet materials are also available online). Review the packet and submit the Building Space Application Form.
- b. Scheduled meetings of Grace will take precedence over all other requests.
- c. Member and Non-member groups and individuals will be assigned a host/hostess for the event, as necessary. (See host/hostess duties and related fees).
- d. The Property Committee/Banquet Committee through the Director of Involvement will approve requests for building use. Those approved for building use will subsequently need to submit the Building Use Contract and the declaration of policy page from their insurance policy, as applicable, when fees are paid.
- e. Responsible adult supervision must be with the group at all times when facilities are in use.
- f. All minor children must be supervised by an adult.
- g. Smoking and non-prescriptive drugs are prohibited in the building.
- h. Alcoholic beverages will be allowed only with prior approval from the Church Council Executive Team.
- i. As a general rule, facilities may not be reserved more than 90 days in advance, except for weddings.
- j. Liability insurance (minimum \$1 million) will be required non-members:
 - i. Conducting business unrelated to Grace on church property.
 - ii. Engaged in group activities where fall or injury hazards are a risk.
- k. Should the individual/organization not have liability insurance, an event insurance policy (minimum \$1 million) must be purchased.

4. Kitchen Use

- a. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees & Charges)
- b. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.
- c. Individual member or responsible organization should be responsible for table clothes, dishes, etc. Dishes, utensils, and glassware should be cleaned and returned to the appropriate storage before leaving the facility after the event.
- d. Nonmembers are responsible for providing linens, utensils, glasses and dishes, etc.

- e. The Director of Involvement or designee must inspect the kitchen following use for cleanliness and damage and for the release of funds to be returned.

5. Use of Equipment

- a. Any use of audio-visual equipment in the Worship center requires a member of the audio-visual team from Grace. The audio visual equipment will only be operated by an approved member of the audio-visual team. (See Fees & Charges attached)
- b. The audio and/or DVD equipment in the Fellowship Hall may be used without a member of the audio-visual team. This includes the use of the DVD player and up to two microphones.
- c. The use of additional audio-visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team or qualified staff member. (Unless a member of the church, computer equipment is to be provided by the group). For members and non-members, a fee will be incurred for the use of an audio tech. (See Fees & Charges attached)
- d. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior notification of the Church Custodial staff and Director of Involvement.
- e. Non-members groups using the facility may use tables, chairs, and lecterns, as their set-up requires.

Fees & Charges*:

- 1. A refundable \$100 building damage deposit will be required when the kitchen is included in the facility space reserved. The fee is to be applied against damage if applicable but otherwise is returned to the facility user at the end of their occupancy agreement.
- 2. Fees to defray cost of building maintenance and operation will be as follows
 - a. \$0 for use of the Worship Center (must have pastoral permission).
 - i. \$25 fee for use of sound system.
 - ii. \$100 fee for organist.
 - iii. \$25 fee for soloist.
 - iv. \$40 fee for candles attached to center aisle pews.
 - v. \$25 per 100 bulletins needed.
 - b. \$100/use non-member (\$50/use member) for the use of Fellowship Hall. event set up day before - \$25.
 - c. \$50/use (\$25/use member) for use of the Kitchen Equipment.
 - d. \$25/use non-member (\$15/use member) for use of Multi-Purpose Room
 - e. \$20/use non-member (\$10/use member) for use of Conference Room

- f. An optional host/hostess is available for event \$10 - \$20/hour.
- g. At discretion of Property Committee, a fee may be charged for clean up. For all events a free will donation will be requested to cover clean up costs.

Use of the Worship Center is left to the Property Committee's discretion, to be approved by the Pastor(s).

Charged "use" time includes any clean-up time necessary.

- 3. All fees for use shall be paid in advance to Grace Lutheran Church. Some/all fees may be waived or reduced at the discretion of the Director of Involvement and/or Property Committee.
- 4. Fees will be refunded if the facilities are not available or if reservation is cancelled twenty-four (24) hours prior to scheduled usage.

* Groups utilizing Building facilities prior to 2017 may continue use of building at previous fees/charges at the discretion of the Property Chair and Director of Involvement.