

BUILDING USE POLICY AND DEFINITIONS

Emanuel Lutheran Church desires the church building and premises be used to fulfill our mission statement: "to love, worship, and serve in Christ's name."

SECTION I: GENERAL POLICIES REGARDING BUILDING USAGE

- A. This adopted Building Use Policy and Definitions shall be permanently displayed near the master calendar in the parish hall and near the posted council minutes in the narthex.
- B. Terms used in the policy statement are defined in section II of this policy.
- C. Additions and/or changes to this adopted policy shall be incorporated as an addendum to the policy.
- D. All non-church business events and building use requests shall be cleared with the church calendar 30 days prior to date of use.
- E. Applications for building use must be presented to, and approved by, the council and/or pastor. Office staff will notify applicant of approval status and reserve the date on the master calendar. Office staff will schedule the date and time for church business meetings and/or events without an application.
- F. Use of church technical and electronic equipment must be requested on the initial application for consideration by designated approver.
- G. Candle use must follow same procedure as **F.** above.
- H. Regularly scheduled-building users must submit a new application at the end of each year for the following year. An event outside regular use requires a separate application process.
- I. The pastor must approve any outside speaker or teacher for a worship service or wedding 30 days prior to the event. The pastor must also approve a visiting pastor prior to a funeral.
- J. The sanctuary may be used only when Emanuel's pastor is involved with the service. Weddings, baptisms, or other such receptions are permissible only when Emanuel's pastor is involved.
- K. No individual or group may use the building or church premises for profit-making activities.
- L. Active members of Emanuel may be issued a temporary use key for building access, if they do not have a permanent use key. Other users needing access after pastor and/or staff have left the building or for weekends may be issued a one time access key. At the end of the event/building use the key is to be put in an envelope with a completed checklist form and placed in the box located near the office door.
- M. To assure building cleanliness and security, building users are to follow directions on the application, the distributed checklist and the kitchen use-instructions. (Kitchen use instructions are located above the kitchen sinks). **This also includes church business users.** Setup, cleanup, coffee making, etc. is not the responsibility of office staff.
- N. There is a 10:00 p.m. curfew for groups/individuals using the building unless specific hours are arranged with council.

SECTION I: GENERAL POLICIES REGARDING BUILDING USAGE (continued)

- O.** In respect for our neighbors, and to follow city ordinances, excessively loud music and/or noise are not allowed.
- P.** Alcoholic beverages, illegal drugs and gambling are not allowed in the building or on the church property including bark dust areas and parking lots.
- Q.** Smoking is prohibited in the building or church premises, including bark dust areas and parking lots.
- R.** All required deposits and/or fees shall be paid in advance of building use. The building use fee will be processed in the usual banking manner. Deposits shall be held in the office until the checklist has been approved by a church representative. The deposit will be returned to the applicant or processed in normal banking manner.
- S.** Use of nails, tacks, tape, etc. for attaching items to walls or any church property is prohibited unless specifically requested and approved in the application process.
- T.** Dishes and carafes are for use by active church members only.
- U.** Lending of tables, chairs, and other equipment is restricted to Emanuel members with approval by pastor and/or council.
- V.** Church business/activities will take priority over all other user requests. Scheduling conflicts will be resolved between users, if members, otherwise they are resolved with assistance of office staff and/or pastor following policy guidelines.
- W.** The number of guests for requested space shall not exceed the number posted by the fire marshal.
- X.** Fees may be adjusted at the discretion of Emanuel's church council.
- Y.** Emanuel Lutheran Church reserves the right to refuse and/or cancel the building use application and agreement. Fees paid will be refunded if use is refused or cancelled.

SECTION II: DEFINITIONS OF POLICY TERMS

- 1. Building space** includes sanctuary, narthex, fireside conversation area, conference room, classrooms, parish hall, kitchen, stage, and all outdoor areas, i.e. bark dust areas and parking lots.
- 2. Church business** includes activities required for conducting council and committee meetings, Bible studies, Emanuel quilters, WELCA meetings/events, Community Food Basket Program, Emanuel Preschool, congregational dinners, youth activities, member funerals, Emanuel sponsored Boy Scouts, Red Cross, and other events considered church involved activities.
- 3. Non-church business** means individuals and/or groups, members and non-members alike, and nonprofits using space for personal events, and organizational activities not affiliated with Emanuel's business.
- 4. A member of the office staff** refers to permanent staff, temporary staff, or volunteer staff performing secretarial duties of Emanuel.
- 5. Regularly scheduled users** are groups or organizations that have been approved by council to use building space on a regular basis.
- 6. A nonprofit organization** is any organization certified under the Internal Revenue Code section 501(c) (3) as tax
- 7. Profit making individual or organization** means selling products or charging for services in a money making venture.
- 8. An active member** is a voting member as stated in Emanuel's Constitution, C8.02c "Voting members are confirmed members. Such confirmed members shall have communed and made contribution of record (i.e., time, talent, or monetary) during the current or preceding year." Refer to C8.04 for additional information.
- 9. The master calendar** lists all building use dates, times, and user names. It is updated daily and placed in a location for all to view.
- 10. Kitchen use** refers to food preparation and/or serving meals from the kitchen.
- 11. Refusal right** means approver of request may cancel application/request by following policy guidelines.

Effective Date of Policy and Fee Schedule: 06/01/2008

Date Approved by Church Council: 04/08/2008