



Bethlehem
Lutheran  Church

FACILITY USE POLICY

January 20, 2018

1000 15th Avenue
Longmont, CO 80501
303-776-6290

FACILITY USE POLICY

PHILOSOPHY OF USE

The property and facilities of Bethlehem Lutheran Church belong to God and not to us. We are to act as stewards of these possessions and should seek to fulfill this obligation in a faithful and responsible manner.

In order that church facilities and possessions are used in accordance with our vision, facility use should have an emphasis on ministry, be consistent with the church in content, and be subject to the appropriate authority.

Ministry

The property and facilities of Bethlehem Lutheran Church are designed and intended to bring glory to God by supporting the programs of the church: by providing for the education, recreation, and fellowship of the church body, and for outreach to the immediate neighborhood and the broader community.

Content

Every activity scheduled in the church is to be Christ-centered. Consistent with this, we urge that all facilities be treated as the Lord's house and that all activities are conducted in a manner that honors and glorifies God.

Authority

The executive committee members, under the guidance of the Church council, are directly responsible for the use of the facility. The council and staff of Bethlehem Lutheran Church have the authority to review and approve or deny requests for the use of the church facilities and property. Some degree of flexibility in the policy is appropriate, and the council and staff reserve the right to make exceptions to the stated policy as needed.

GENERAL GUIDELINES

Bethlehem Lutheran Church programming / ministries, other church groups, and individual members (in that order) hold scheduling priority. There may be, however, unforeseen emergencies (i.e., funerals, etc.) that will receive preference over other building / room reservations.

The time requested for use must fit within the existing facility use schedule:

Monday–Friday: 8:00 a.m.–10:00 p.m.

Saturday: 8:00 a.m. –3:00 p.m.

Sunday: 2:00 p.m.–10:00 p.m.

With the exception of weddings and other approved special events, a building may not be reserved more than 3 months in advance.

No alcohol, drugs, firearms, or gambling are allowed in church buildings or on church property. No smoking is allowed in buildings at any time.

All groups using the facility must be sponsored and supervised by an adult church member or approved adult non-member. This sponsor accepts responsibility for the use and security of the building.

All sponsors must be trained in how to use the building (security, lights, heat/AC, etc.). Training is provided by a church staff member during weekday office hours.

Any group requesting use of a church facility is responsible for providing its own volunteers to set up and clean up the facility after use. For events involving large numbers of people or those utilizing the kitchen facilities, the group may be required to hire kitchen/custodial personnel.

All facility use is based on the condition that the premises are left in the same clean and working condition as they were found prior to any event or function. Leaving the facility in unkempt condition, incurring damage, or not securing the premises will be grounds for losing facility use privileges and/or deposits, and incurring additional fees. Any damages to the facilities or equipment should be reported as soon as possible by calling 303-776-6290.

No item(s) should be attached to building walls, ceilings, floors, or equipment that could leave permanent marks or damage. Any tape used must be removable. See “Posting, Displays, Signs, and Decorating” for more details.

Use of IT resources, audio or visual equipment, tables and chairs, and kitchen supplies and appliances require pre-approval.

All requests for use of all or part of the church building must be submitted to and approved by the Church Council.

The Church Council maintains the authority to discontinue the privilege of using the facility in the event that a group does not follow the procedures described in this document.

The Church Council maintains flexibility and authority in approving, scheduling, re-scheduling, denying, or canceling reservations based on the “types of use” outlined below.

All minors involved in facility use must be supervised by an appropriate number of adults to ensure the adherence to the Facility Use Guidelines.

All uses should be confined to the areas that were requested (plus restrooms). The facilities are to be left clean (vacuumed and trash placed in trashcans), and in good repair (left in the order/setup it was found).

Facility uses that do not pertain to worship and ministry should not disrupt or distract from the ministry and work at Bethlehem Lutheran Church. This includes excessive noise or other audible sounds that may disrupt or distract pastors, staff, or ministry leaders from performing their duties.

Food and beverages will be kept to the rooms designated for such use.

In the interest of safety and liability, children are to be supervised at all times and are to be kept in the contracted meeting area. Please no running or playing throughout the building.

The leader or designated coordinator will be responsible for the security of the building: lights out, doors locked, kitchen cleaned, kitchen supplies replaced or paid for, setting up and returning equipment/furnishing to their proper arrangement per room diagram, if used.

Weddings and funerals are to be approved by the senior pastor or a designated representative.

The church is not liable for any loss or injury incurred while using this building.

No alcohol, tobacco, or illegal drugs are allowed at any time in the facility. Altercations or foul language will not be tolerated.

No sound, lighting, musical, electronics (i.e. TVs, VCR, DVD players, etc.), or any other church equipment may be used without prior approval.

User must provide a certificate of liability insurance, endorsed to add the church as an additional insured during the dates of the contract. Have your Insurance Carrier mail or fax a copy of the certificate to us before your contract date.

DEPOSITS/FEES

Members

No fee or deposit will be required of church members who use the facilities with the exception of weddings. However, church members are encouraged to make a donation to the church for the use of the facility.

Non-Members

Any organization/event sponsored by a non-member will be required to pay a security deposit for the use of the building. The deposit must be paid

in advance and will be returned to the user MINUS THE APPROPRIATE FEE provided the facility is returned to its “original condition prior to use” and all keys have been returned to the church.

Deposits are as follows:

- \$50 for use of a classroom
- \$100 for the fellowship hall
- \$250 for use of the kitchen

SCHEDULING/RESERVATION PROCESS

All activities and/or events must be scheduled through the church office at least one (1) week in advance to allow for necessary staff planning and logistics around the event. For activities with 50-100 participants, the event must be scheduled at least two (2) weeks in advance. For more than 100 participants, the church requires four (4) weeks advance notice.

To schedule use of a church facility for purposes other than regularly scheduled official church activities, you must submit a completed **FACILITY RESERVATION/USE FORM** according to the deadlines outlined above. This form can be obtained from the church office coordinator (telephone 303-776-3290) or via the church website (www.bethlehem-lutheran.net).

A response will be provided within three business days of receipt of the form by the church secretary.

Once the event has been approved, the event sponsor must contact the church office coordinator to schedule a facility-use training time. Once this training is completed, the sponsor will receive a key for entry to the building.

SPECIFIC FACILITY REQUIREMENTS

Worship and Ministry Space

Approved sponsor must be present for the entire event.

Non-member event requires appropriate deposit and completed Facility Reservation/Use Form.

Fellowship Hall Use

Approved sponsor must be present at all times.

Non-member use requires appropriate deposit and completed Facility Reservation/Use Form.

Bicycles, skateboards, roller blades, roller skates, or remote control vehicles are not permitted in the hall.

Kitchen Use

Every group or function requesting use of the kitchen must have a sponsor who 1) will make sure that all kitchen rules are followed and 2) accepts responsibility for the use and security of the facility.

The sponsor must be trained in the proper use of the kitchen equipment. Training is offered during the church's regular business hours.

- Unaccompanied children under the age of 12 are not permitted in the kitchen at any time.
- Cut only on cutting boards and not on counter tops.
- The kitchen should never be left unattended if equipment has been turned on.
- Plastic and paper products are for use of church ministries and programs only. Other groups should provide their own supplies.
- No food is to be left for general use.
- Food for specific groups or functions should be marked and dated.
- Do not use cabinet supplies labeled "NOT FOR GENERAL USE."

Cleanup is as follows:

1. TURN OFF ALL APPLIANCES.
2. All soiled dishes/utensils/equipment should be washed, dried, and returned to their proper storage location.
3. Clean all surfaces with warm soapy water.
4. All ovens, including the microwave, should be wiped clean.
5. Soiled towels, washcloths, and potholders should be placed in the hamper.
6. Floors are to be swept, mopped, and vacuumed as appropriate.
7. Empty all trash cans and replace with new liners.
8. All trash should be placed in the outside dumpster (do NOT leave bags beside the dumpster or placed in a way that would make them accessible to animals.
9. REMEMBER: TURN OFF ALL APPLIANCES!

Field / Pavilion Use

No charge for members.

Members should submit a Facility Reservation/Use Form if they wish to reserve the field for a specific date/time that does not conflict with normal church scheduling.

No charge for non-members with completed Facility Reservation/Use Form.

Sponsor must be present during the entire event. All trash must be disposed of properly.

Posting, Displays, Signs, and Decorating

Any exterior signs, displays, or structures must be approved in advance via a written request submitted to the church office.

Any posting, displays, signs, or decorating of the narthex, sanctuary, or fellowship hall must be approved in advance via a written request submitted to the church office.

Donations

Donation of needed items for the facility and grounds are greatly appreciated and make a significant contribution to the utility of church property. In order for there to be a proper understanding of the gift, its expected use, and any cost that may be incurred to have it set up and maintained, donors are asked to provide a written statement, prior to making the donation, to the church office that includes the following information:

1. Detailed description of the nature and specifications of the donation and what is needed to install it or set it up.
2. A description of your expectations for the use of the donation. In other words, describe where and how you want the donation to be used.
3. A description (if necessary) of how the donation is to be maintained.
4. All donations must be approved for acceptance prior to delivery.

BETHLEHEM LUTHERAN CHURCH Facility Use Guidelines

The following document provides a brief description of how a user can submit a request to use the facilities at BLC. Scheduling the facilities is a three-step process.

STEP 1. SUBMIT REQUEST

- Schedule requests are to be submitted to the church office coordinator by filling out the Application for Use of Facilities Form.
- Request may not be submitted earlier than two months prior to the event unless the church office has approved it.
- This form is available on the website (www.bethlehem-lutheran.net) and also in the church office.
- It should be emailed to the church office coordinator at admin@bethlehem-lutheran.net
- Submission of the application does not guarantee acceptance.

STEP 2. COMPLETE ADDITIONAL REQUIRED PAPERWORK AND SUBMIT DEPOSIT

- Once the event has been approved, the following must be completed:
 - The **Written Release Form** must be signed.
 - The **Facility Use Policy** must be signed and include the required liability insurance information.
 - **Deposit** (for non-member reservations) must be submitted to the church office.
- The Facility Use Policy must be signed.
 - **After** the church office coordinator has received these items, the event will be officially scheduled and will not be removed.
 - If any of the three items have not been received, the facility will not be reserved for the event.
- All events are assumed not to exceed a five-hour time period unless specified.
- Priorities and Donations will follow the guidelines established by the Council (see below).

Priorities:

The following priorities have been established by the BLC Council. Any change in priorities will require approval from the Council.

| Priority | Activity | Donations |
|-----------------|---|----------------------|
| 1 | Church Activity (facilities will be reserved for 24 hours prior to church activities to allow for | No donation required |
| 2 | Chartered Groups | Service Projects* |

| | | |
|---|---|--------------------|
| 3 | Other Non-Profit Organizations <i>with a Church Sponsor</i> | Service Projects* |
| 4 | Church Member Private Functions | Donations accepted |

*The Council will provide a “wish list” of service projects that can be used help maintain the facility and grounds.

STEP 3. DAY OF EVENT/FOLLOW UP

All events are required to have a church sponsor. The church sponsor is an active member in Bethlehem Lutheran’s congregation.

- The church sponsor is responsible for providing entrance/exit to the facility (for key control).
- The church sponsor is responsible for communicating and setting up a schedule with the church office coordinator and assuring that the Facility Use Policies are followed.

BETHLEHEM LUTHERAN CHURCH
Application for Use of Facilities

Date of Application: ____/____/____

Applicant Information:

Name of Applicant or Organization: _____

Address: _____

Phone Number (Home/Work): _____

Phone Number (Mobile): _____

Email Address: _____

Category of Organization (select one):

- _____ Church function
- _____ Chartered group function
- Non-profit organization with church sponsor
- _____ Church member private function
- Non-affiliated, outside the church, for-profit group with church sponsor

Function Description: **Date/Time of Function:**

Purpose of Use (give complete description):

Rooms or facilities requested: _____

Kitchen required? To what extent? _____

Number of people expected to attend: _____

Special equipment to be used or other special arrangements needed:

Do you carry liability insurance? _____ If so, name of carrier and policy number. Attach verification of coverage from insurance company.

Or do you have a personal umbrella policy? _____ If so, name of carrier and policy number: _____

Attach verification of coverage from insurance company.

Church Sponsor:

Name: _____ Phone Number: _____

All events are required to have a church sponsor. The church sponsor is an active member in Bethlehem Lutheran's congregation who is responsible for the following:

1. Submitting the required paperwork to use the facility to the church office.
2. Ensuring that the facility use deposit is paid prior to the event date to the church office.
3. Facilitating the user with entrance and exit to the facility.
4. Making certain the user meets all the requirements specified in the Facility Use Policy.

BETHLEHEM LUTHERAN CHURCH
Written Release Form for Use of Facilities

_____, hereinafter referred to as user, acknowledges receipt of and agreement to the attached **Facility Use Policy**. User agrees to be responsible for the proper care of Bethlehem Lutheran Church facilities and agrees to pay for any damages caused by, or as a result of its use of the facilities.

User further agrees that during its use of the facility, it will indemnify and exonerate and hold Bethlehem Lutheran Church harmless from any and all liability, and from all claims for damage, loss, or injury, to members of the public, guests, invitees, officers, or employees, or the property of the user, or any other person, occasioned by, or resulting from the use of the property by the user.

Signature: _____

Date: _____

Printed Name: _____

Title, if an organization: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: (Home/Work): _____

(Mobile): _____

BETHLEHEM LUTHERAN CHURCH
Facility Use Policy

1. *User* must have a church sponsor who is responsible for providing the *User* access to the facility. Keys may not be transferred to others without notifying the church.

2. *User* agrees to leave the facilities in a clean and orderly condition upon the conclusion of the activities, and to report damages, problems, or consumables used to the church. This includes, but is not limited to:
 - a. Prompt cleanup of all spills.
 - b. Washing and drying of all dishes, flatware, and kitchen appliances used.
 - c. Emptying trash containers and placing fresh trash bags in the trash receptacles.
 - d. Restoring any furniture moved to the original locations.
 - e. Using office machines and supplies only as authorized, reporting problems to the church.

4. *User* understands that there is no storage space in the facility for user materials and equipment, including foodstuffs and refrigerator storage, unless specific arrangements have been made with the church. Such items must be removed at the conclusion of the activities.

5. *User* agrees to turn off lights and reset thermostats upon the conclusion of its activities.

6. *User* agrees to provide appropriate supervision and task direction to minors in its group regarding the proper use of church facilities outlined above.

I acknowledge receipt of, and agree to the facility use policy outlined above.

Name of User: _____

Title, if an organization: _____

Signature: _____

Date of signature: _____

Date of receipt: _____