



## FACILITY USE POLICY

In the spirit of serving God and others by making a positive impact in the community, Bethlehem Lutheran Church offers its facilities for use by disciples (members) and outside non-profit organized groups. Bethlehem believes that our facilities are a gift from God and with that mindset will share and care for our facilities accordingly.

*Below are policies as set forth by the Bethlehem Lutheran Church Congregation Council.*

### SCHEDULING

Requests to reserve/use the facilities or equipment are processed on a first come, first served basis within the following priorities:

- Bethlehem Lutheran Church events and activities
- Church disciples (members)
- Bethlehem supported non-profit organizations
- Other non-profit organizations
- All other groups

Please Note: Funerals take precedence and events may need to be rescheduled

**The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies. Notice will be provided as early as possible.**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council's directions or forfeit the use of any part of the facility immediately.

Approval for the use of the grounds and/or facilities of does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use church facilities are not to advertise the event in such a way as to imply endorsement by Bethlehem Lutheran Church or its congregation. No activities or advocacy may take place within the buildings or grounds that conflict with the practices of this congregation and the Evangelical Lutheran Church of America (ELCA).

All meetings, activities and church equipment usage are scheduled with the church office at the discretion of the Congregational Council and Director of Church Operations by completing a

Facility Use Request form. The online form can be found on the churches website under the “News and Events” section. A fee schedule may apply.

Reservations are considered tentative until a request form is approved and security deposit (if required) is received. Once approved, the reservation will be placed on the church calendar.

Organizations that meet regularly may make reservations up to one year at a time. The church calendar runs from September to August for scheduling purposes.

#### FACILITY USE GUIDELINES

To ensure that Bethlehem Lutheran Church remains a safe and enjoyable place for groups to gather, the following guidelines are enforced:

1. The Sanctuary shall be respected as a place of worship and shall be restricted to appropriate usage.
2. The conduct of all persons attending programs is expected to be respectful of the property at all times.
3. Activities and programs are limited to the space that is assigned.
4. Noise and activities should be kept at reasonable levels.
5. Groups are expected to clean up after meetings and leave all rooms, tables and chairs as they found them. Additional expectations include:
  - a. Garbage should be disposed of in cans with liners.
  - b. Bathrooms should be checked for excessive dirtiness (IE Paper towel and trash).
  - c. Any leftover food and drink must be removed from the church unless prior permission has been granted by the Director of Church Operations or their designee.
  - d. Garbage should be removed from the building and placed in the dumpsters located near the Northwest corner in the back of the church (Near cemetery).
  - e. Lights turned off, windows closed, and A/C window units turned off.
6. Groups may temporarily secure posters or decorations to walls using blue or green masking tape (commonly referred to as painter’s tape) only in the room that they have reserved. No tacks, nails or other items that would leave permanent marks are to be used.
7. Security deposits will be applied to the rental fee if, following the event, the room is properly cleaned and there is no damage to the facility.
8. Children are to be supervised at all times.  
For groups with children/minors, a child safety policy must be in place. See general guidelines below under the heading of *Supervision of Children/Minors*.
9. Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing belongings off-site unless prior arrangements have been made through the Director of Church Operations or their designee.

## ACCOUNTABILITY

1. The user will be held responsible for any damage done to church property associated with their event. Damage should be reported to the Director of Church Operations as soon as possible by contacting the church office.
2. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
3. Internal and external groups are expected to remove trash associated with their event from the building. Failure to do so will result in additional cleaning fees for external groups and potential loss of space for internal groups.
4. Cancellations: Should an external group need to cancel an event the \$50 deposit will be refunded if the cancellation occurs at least 3 business days prior to the event.
5. Outside groups may be required to provide a certificate of insurance. This requirement can be waived at the discretion of the Congregation Council or their designee. This decision will be made on a case by case basis. Factors that may be taken into consideration include the group's history with the church, mission of the organization, potential risk, and the mission of the church.
6. Contact Information: A name, phone number and email address must be on file for the group. The person listed as the contact must be present at the event.

## FOOD AND DRINK

- Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside.
- If a private catering service is used for the event, the caterer must furnish all required equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after an event. Storing of catering equipment is not permitted.
  - Permission for a catering service to use the kitchen for staging only (no food prep or equipment usage) will be granted on a case by case basis. This determination will be made by the Director of Church Operations or their designee.
- External Groups: Alcohol may not be possessed, served or used during events hosted by outside groups.
  - The exception is wine used during a religious ceremony. Prior approval must be given by the Director or Church Operations or designated staff.
- Internal Groups: From time to time the church will host events where alcoholic beverages may be served. This will be allowed with the express permission of the Congregation Council.
  - No permission is needed for wine used in a religious ceremony.

## SUPERVISION OF CHILDREN/MINORS

The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults should be present at all times during any program or event involving children.
- Adult supervision is required at all times both inside and outside of the church property including playground and parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
- Please consult the Bethlehem Safe Church policy for additional information.
- An adult to child ratio that follows the below guidelines:

| <b>Minors Age</b>             | <b>Minimum Number of Adults</b> | <b>Number of Minors</b> |
|-------------------------------|---------------------------------|-------------------------|
| <b>Toddlers- 15-23 months</b> | 1                               | 5                       |
| <b>2 years</b>                | 1                               | 8                       |
| <b>3-4 years</b>              | 1                               | 10                      |
| <b>School age: 5-13</b>       | 1                               | 20                      |
| <b>14-17 years</b>            | 1                               | 20                      |

The nursery room is available for your use. Our safety standards require that two (2) caregivers must be present to operate the nursery. At least one (1) caregiver must be at minimum, eighteen (18) years of age.

#### EQUIPMENT USAGE

1. Groups must provide all their own supplies, including paper products. Church supplies are not to be used.
2. No church equipment (chairs, tables, kitchen supplies, coffee makers, etc.) are to be removed from the building without prior permission from the Director of Church Operations or appointed designee.
  - a. Equipment that does not work properly should be reported to the church office.
3. All equipment and surface areas must be thoroughly cleaned before leaving.
4. Lights should be turned off when activities are completed, and the room is cleaned.
5. Sound equipment or instruments must be reserved ahead of time (see below).
6. Internal Groups: Equipment such as the dishwasher and copier are not to be used without proper training and permission from church staff. You will be directed to a user manual and trained appropriately.
7. External Groups: May not use the dishwasher or copier.

#### PIANO AND ORGAN USE

Permission to use the piano or organ must be granted by the Director of Operations or appointed staff with guidance from the Director of Music and Worship. Additional fees may apply.

1. Piano and/or organ should not be moved except by permission.

- a. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.
- b. The need for tuning is at the discretion of the Director of Operations and Director of Worship and Music.
- c. Any cost to move or tune the instrument will be paid for by the external group.

#### SANCTUARY, FELLOWSHIP AND EDUCATION HALL SOUND SYSTEMS

##### 1. Sanctuary

a. The sound systems located in the sanctuary is available for use upon request.

##### b. Sound technician

###### 1. Simple mic use

Should the group only need a mic to project to the groups, this does not require a sound technician.

###### 2. If multiple hook-ups for need, (IE instruments and/or media tech are required), then the system must be operated by a church sound technician or by individuals pre-approved by the church office.

###### 3. Use of the sanctuary sound system may include an additional charge to cover wear and tear on equipment and when applicable, to cover the cost of a sound technician.

No equipment may be attached to the church sound system without prior approval.

##### 2. Fellowship Hall

The sound systems located in Fellowship Hall is available for use upon request.

a. This system must be operated by a church sound technician or by individuals pre-approved by the church office. Use of the Fellowship Hall sound system may include an additional charge to cover wear and tear on equipment and when applicable, to cover the cost of a sound technician.

b. No equipment may be attached to the church sound system without prior approval.

##### 2. Education Hall

1. The sound system located in Education Hall is a smaller system with fewer controls. Groups requesting the use of the sound system will need to have a volunteer who has been instructed in its use. A sound technician will not be required for the use of this equipment.

2. An additional charge may be incurred to help cover basic wear and tear on equipment.

#### PROHIBITED ITEMS AND ACTIVITIES

1. The following items are not allowed in or on church property: alcohol, tobacco products, controlled substances/drugs, pornography or anything that would distract from a welcoming atmosphere. Smoking is permitted outside well away from church entrances (or in designated smoking areas).

2. Gambling is strictly prohibited. Bingo may be played on the church property, but only with the express permission of the Congregation Council.

## FEES

To be good stewards of the gifts we have been given, the church must try and cover some of the expenses for equipment use and services. To cover the cost of utilities and custodial services, a fee structure will apply. A security deposit of \$50 is required at the time of reservation. If no damage or additional cleaning fees apply, the deposit will be applied to the rental fees. Fees do not apply to activities that are part of Bethlehem programs/groups.

| Room                           | Member                                      | Non-Member                                   |
|--------------------------------|---|--|
| <b>Sanctuary</b>               | \$150<br>Exception- funerals                | \$300  |
| <b>Fellowship Hall</b>         | \$125 up to 4 hours<br>\$25/hour thereafter | \$250 up to 4 hours,<br>\$50/hour thereafter |
| <b>Education Hall</b>          | \$35-\$100 up to 4 hours                    | \$70-\$150 up to 4 hours                     |
| <b>Conference Room 301</b>     | \$12.50/hour                                | \$25/hour                                    |
| <b>TV/Projector/Screen/Mic</b> | \$25  | \$50   |
| <b>Sound System</b>            | \$25-\$50                                   | \$100  |
| <b>Sound System Technician</b> | \$25/hour                                   | \$25/hour                                    |
| <b>Table Rental (off site)</b> | Personal Use -- Free                        | Not available to outside organizations       |
| <b>Chair Rental (off site)</b> | Personal Use -- Free                        | Not available to outside organizations       |
| <b>Ekstrom Hall</b>            | \$25/hour                                   | \$50/hour                                    |

- Fees for community service non-profits which are directly tied to the church's call for service and support can be waived or substantially prorated at the churches discretion. A non-exhaustive list includes: AA, NA, AI-non step programs.
- Organized groups with registered non-profit status may also take advantage of the Member Fee schedule. Proof of status and insurance must be provided.
- Fees can be waived at the discretion of church council or its designees. Generally speaking, this discretion will fall to the Director of Church Operations.