

Facilities Use Policy of Messiah Lutheran Church

From Policy of Messiah Lutheran Church

Revised February 27, 2013

Introduction

The following policy statement governs the use of church facilities, including rooms, furniture, equipment, and utilities for activities by groups outside of the Messiah Evangelical Lutheran Church (MELC) organization. This document is intended to serve as a document of record for current and future council members.

Definition

An outside group is an assemblage of people, formal or informal, whose function or purpose is not sponsored or directed by MELC.

Policy

1. It is the policy of MELC to have as the primary purpose of our church building, equipment and other facilities, a place to conduct religious worship, education and Christian fellowship of the congregation. (original 11/86 revised 5/16/96)
The church facilities including rooms, furniture, and equipment must be treated with respect. Persons using the facilities and equipment are held responsible for damages to said properties.
Violations of this policy may result in the termination of building use.
Use Of the church facilities is governed by the Church Council.
2. The church and facilities shall be available to MELC congregational members for weddings and exceptions only when the wedding is performed in this church.
3. The Program/Facilities Coordinator is designated as the official representative of the council in dealing with groups or individuals desiring to use church facilities. The Program/Facilities Coordinator shall be responsible for scheduling the use of the facilities by internal or external groups.
4. Priority for facility use is as follows. However this does not give the internal group the right to "bump" an external group from the facility without prior notice.
 - a. Groups or functions within the congregation
 - b. Non-profit organizations or individuals
 - c. Profit making organizations or individuals
5. All external groups are expected to make a monetary donation to cover use of utilities (air conditioning/heat, water, electricity); cleaning; and normal wear and tear of the facilities. A donations guideline is appended to this document for use by the Program/Facilities Coordinator.
6. The Council, at its discretion, may choose to waive the donations guidelines for an outside group if that group's activities are in accord with community or social ministry objectives of the church. Permission for waiver of donations must be obtained in advance of the activity during a normally scheduled council meeting. A Request for Waiver of the Facilities Use Donation form must be completed and delivered to the facilities coordinator no later than one week prior to the regularly scheduled council meeting.
7. Membership in the MELC by one or more of an outside group's members does not constitute waiver of policy regarding use of the facilities by the group. All outside groups using the church facilities must have a representative fill out and sign the Permit For Use of Messiah Lutheran Church

facilities form. The purpose of this form is to identify the group, its officers, and persons who are responsible for obtaining the use of MELC's facilities.

8. The Program/Facilities Coordinator will provide each group representative with the Rules & Regulations for the Use of Church Facilities document (copy attached).
9. A Room List and Donations Schedule is attached to this document for use by the Program/Facilities Coordinator. The room list indicates what rooms are available, their capacity, and any special notes regarding their use. The donations schedule should be reviewed from time to time to insure that it reflects current economic conditions and is consistent with other churches in our locality.
10. Equipment loans for off-premises use are restricted to folding tables and chairs; and is generally limited to church members. The only non-member borrowing of equipment would be by organizations whose representative is a church member and for a purpose consistent with the church's community or social ministry objectives. An Equipment Use Agreement form must be signed by the borrower in which he/she assumes full responsibility for any damages.
11. Non-members desiring use of the facilities should have a member of the congregation as a sponsor. If they do not, they are encouraged to make a personal presentation to the congregation council concerning the request.

Related Documents:

- Request for Use of Church Facilities
- Rules and Regulations for the Use of Church Facilities
- Room List and Donations Schedule
- Equipment Use Agreement Form
- Request for Waiver of Donations

Adopted June 15, 1989

Reaffirmed September, 2001