



GOOD SHEPHERD LUTHERAN CHURCH BUILDING USE POLICY

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Overview

In the spirit of serving God and actively welcoming all, Good Shepherd Lutheran Church (GSLC) offers its building and facilities for use by members and outside groups. We believe that our facilities are a gift from God and with that mindset, will share and care for our facilities accordingly.

The following policy, and accompanying forms, have been approved by the Church Council of Good Shepherd Lutheran Church and is the official policy for the use of its building and facilities.

Mission Statement: *Good Shepherd Lutheran Church warmly welcomes people of any age, race, nationality, sexual orientation, life circumstance and physical and mental capability. We are called gathered and blessed to be a community and instrument of grace for all sheep of the Good Shepherd.*

Building Use and Scheduling

This Building Use Policy defines three categories, in priority order:

1. GSLC use, where the group, activity or event is sponsored by GSLC staff, Council, committee, or group;
2. GSLC member sponsored use, where the group, activity or event is sponsored by a member of the congregation of GSLC and where the member is present and participating;
3. Non-member use, where the group, activity or event is not sponsored by a member of the GSLC congregation. This includes, in order of priority, non-profit groups and organizations supported by GSLC, other non-profit groups and all other groups.

Precedence

Formal lease agreements and funerals take precedence. GSLC reserves the right to pre-empt any use of its building and facilities for its own in cases of emergencies. Notice will be provided as early as possible.

Determination Criteria

We look forward to sharing our building with those who believe in Christ's call to love and welcome all.



- a. No activities or advocacy may take place within the buildings or grounds that conflict with the practices of this congregation and the teachings of the Evangelical Lutheran Church of America (ELCA) or may damage the image or reputation of GSLC in the community.
- b. Groups using the building must be in alignment with the values, practices, and image of all tenants who have agreements with GSLC.
- c. Approval of the use of the building and/or facilities is the responsibility of the Council and does not constitute or imply endorsement of a group, their mission, or their positions. Advertisements should not imply endorsement by GSLC or its members.
- d. GSLC may decide whether activities conflict with the practices or beliefs of the church or ELCA as grounds for disapproval of a request or termination of an existing agreement.

All meetings, activities and church equipment usage by external groups are scheduled with the church office at the discretion of the Congregational Council after completing a Facility Use Request form – see Appendix A. The online form can be found on the church’s website under the “News and Events” section. A fee schedule may apply.

Reservations are considered tentative until the request form is approved and any applicable security deposit is received. Once approved, the reservation will be placed on the church calendar.

Facility Use Procedures

To ensure that GSLC remains a safe and enjoyable place for groups to gather, the following procedures must be followed:

1. The Sanctuary shall be respected as a place of worship. Any activity in the sanctuary, other than worship, must be approved by the pastor.
2. The conduct of all persons using the building and/or facilities is expected to be respectful of the property at all times. Groups agree to use the building and/or facilities for lawful purposes only and obey all laws, rules, and regulations of all government authorities.
3. Activities and programs are limited to the space that is assigned.



4. Noise and activities should be kept at reasonable levels. Activities must not disturb the neighbors or others using the Church.
5. Groups are expected to clean up after their function and leave all rooms, tables and chairs as they were found. See Appendix D. Additional expectations include:
 - a. Garbage should be disposed of in cans with liners, then removed from the building and placed in the correct dumpsters located near the garage.
 - b. Bathrooms should be checked for excessive dirtiness (for example, paper towels and trash). Brooms, mops, vacuum cleaners, and cleaning materials are located in the maintenance closet located on the right just before entering the fellowship hall.
 - c. Any leftover food and drink must be removed from the church unless prior permission has been granted by the Fellowship Chair.
 - d. Thermostat, if changed, must be returned to the original setting.
6. Groups must not enter the building prior to 8am nor exit after 10pm unless arrangements are made prior to the event.
7. 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. No rice, glitter, birdseed, or confetti may be used either within the facility or on the grounds.
8. Fees and security deposits are paid at signing, and the security deposit will be returned upon satisfactory completion of the use. The room must be properly cleaned with no damage to the facility. Security deposits uncollected after one month will be considered a donation.
9. Our security system for the building is managed through a Bluetooth cell phone app for external groups. Set-up for building access must be coordinated through the Office Coordinator before your event. Building access will be granted thirty minutes before and after your timed event.
10. 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 Property Committee.
11. Church employees or staff are not available to provide secretarial or other services for the group.



Accountability

1. The group will be held responsible for any damage done to church property associated with their event. Damage should be reported as soon as possible to the church office.
2. All group activities are limited to the room(s) the group requested. Groups are not granted access to other parts of the building.
3. All groups are expected to remove trash associated with their event from the building. Trash and recycling must be sorted and placed into the proper bin. Failure to do so will result in additional cleaning fees and potential loss of space.
4. Cancellations: Should a group need to cancel an event, any deposit paid will be refunded if the cancellation occurs at least 3 business days prior to the event.
5. GSLC is not responsible for any accidents, injuries, loss, or damage of personal property or injury that may occur on the premises during a non-member activity.
 - a. Any use of the facility for such activity requires the group representative to sign a Hold Harmless Agreement (see Appendix A) with GSLC. The group will be required to provide proof of liability insurance with a minimum liability occurrence limit of \$1,000,000. Any waiver or change must be documented and approved by the Church Council and Pastor.
6. The group will need to provide a certificate of insurance to GSLC at least two days prior to the event that indicates the user has provided to GSLC an "Additional Insured Endorsement" listing GSLC as an additional insured in the group's policy concerning the use of GSLC's facility. Any waiver or change must be documented and approved by the Church Council and Pastor. 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.
7. Wifi access is generally available for use while in the building. GSLC makes no guarantees regarding speed or strength of signal.
8. 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 and represents the group in all interactions.



Food and Drink

1. 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.
2. If a private catering service is used for the event, the caterer must furnish all required equipment (e.g. dishes, silverware, tablecloths, 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 Fellowship Chair or their designee.
3. Alcohol:
 - a. Non- Member Groups: Alcohol may not be possessed, served or used during events hosted by outside groups.
 - b. Member Groups: Member Groups: Any alcohol requires the written permission of the Congregation Council and will likely require an insurance rider. 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:

1. No fewer than two adults are to be present at all times during any program or event involving minors. Both adults must have successfully completed a background check and proof of this must be provided to the church office. If needed, background checks may be facilitated by the church office.
2. Adult supervision of minors is required at all times both inside and outside of the church property, including the playground and parking lot. Use of the church playground requires specific approval by the GSLC Council and use of said playground is not included in the Building Facility request.
3. Anyone who has knowledge or suspicion of child sexual abuse taking place at GSLC or during an event at GSLC is required to report the abuse to the GSLC pastor, the Department of Family and Children's Services and/or the local police. Call 911 and



request the Crimes Against Children Division detective on call. By law, we are mandated reporters and therefore required to contact the proper authorities within 24 hours of a suspected incident. Reports can be submitted anonymously.

Please consult the GSLC Child Safety Policy, Appendix C, for additional information and requirements.

Emergencies

1. The person signing the agreement is responsible for handling all emergencies, including evacuating the building, sheltering in place, contacting 911, etc.
2. First Aid kits are located around the building and are clearly marked with a red “+” sign. Locations include the kitchen, entry way, fellowship hall, administrative hallway.
3. An AED is located on the left side of the front door entry.
4. Fire extinguishers and emergency fire alarm pulls are located throughout the building.
5. Clearly marked red binders are located in the kitchen, the entry desk, and church office which contain all emergency procedures, including active shooter, water main shutoffs, tornados, etc.

Equipment Usage

1. Groups must provide all of their own supplies, including paper products, coffee, plastic utensils, storage products (foil, plastic bags), and food. Disposable supplies not belonging to the church are not to be used.
2. No church equipment (chairs, tables, kitchen supplies, coffee makers, etc.) is to be removed from the building.
3. Equipment that does not work properly should be reported to the church office.
4. All equipment and surface areas must be thoroughly cleaned before leaving, including tables, floors, countertops, dishes.
5. Lights should be turned off when activities are completed.
6. Sound equipment or instruments must be reserved ahead of time (see below).
7. Copier and other workroom equipment:



- a. Member Groups: Equipment such as the copier is not to be used without proper training and permission from church staff. You will be directed to a user manual and trained appropriately.
- b. Non-Member groups may not use the copier or other items in the workroom.

Piano/Organ

1. Permission to use the piano must be granted by the Worship and Music Chair or appointed staff with guidance from the pastor. Additional fees may apply.
2. Piano should not be moved except by permission. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement. The need for tuning is at the discretion of the Director of Worship and Music.
3. Under no circumstances should the organ be touched or moved.
4. Any cost to move or tune the instrument will be paid for by the non-member group.

Prohibited Items and Activities

The following items are not allowed in or on church property: alcohol, tobacco products, vaping, controlled substances/drugs, marijuana or derivatives, pornography or anything that is not aligned with the values and teachings of GSLC.

GSLC bans all firearms on its premises with the exception of those carried by on duty law enforcement officers.

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

Partisan political events, rallies, or political endorsements are not permitted.



Fees

Fee Overview

1. 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 security deposit will be returned. Security deposits uncollected after one month will be considered a donation.
2. Fees for community, service, or non-profit groups which are directly tied to the church's call for service and support, are in an established relationship with Good Shepherd, and are co-branded, can be waived or substantially prorated at the discretion of the Church Council or its designees. A non-exhaustive list includes: Boy Scouts, Girl Scouts, Caregivers Support Groups, Red Cross Blood Drives, AA, NA, Al-Anon step programs.

Fee Schedule

1. \$50 security deposit paid by check. Security deposits uncollected within one month will be considered a donation.
2. \$100 per day and/or event
3. Note: There is no charge for use of the parking lot and users park at their own risk. See below for usage information.

Parking Lot

1. Groups may request to use the parking lot independent of the building. Priority for parking lot use is given first to church functions, then groups GSLC has direct association with, then other groups. There is no cost to use only the parking lot.
2. Parking lot must be left clean of all materials, including trash, pine straw, spillage.
3. Care must be taken so the parking lot is not damaged by heavy equipment or heavy vehicles. While there is no fee for parking, charges may apply for any costs associated with heavy vehicle damage.



4. Signage for the event must uphold the values, practices, and image of GSLC and tenants.
5. Overnight and/or extended parking is not allowed. The parking lot is not to be used for carpooling or other repetitive parking needs.
6. Individuals park their vehicles at their own risk. GSLC assumes no responsibility for personal property left in vehicles and shall not be liable for any loss, theft, or damage.
7. GSLC does not provide a parking attendant or lighting.
8. If using the GSLC parking lot to attend an event not taking place at GSLC, designated sidewalks and crosswalks must be used and all must comply with all applicable signs, traffic laws, and regulations.



Appendix A: Hold Harmless Agreement

I/We have read and agree to this policy and agreement, and agree to the following Hold Harmless Agreement: As part of the consideration for being allowed to use your facility, building, and grounds as well as appliances, fixtures, and supplies, I/we release Good Shepherd Lutheran Church, its trustees, employees, agents, or representatives from any claim for damages, illness, injury or death which may occur while holding our event(s). I/We further agree to save and hold harmless Good Shepherd Lutheran Church, its trustees, employees, agents, or representatives from any claim arising out of participation in any form or fashion in this/these events(s).

Signature: _____

Print Name: _____

Date: _____



Appendix B: Request for Building Usage

Form to be developed once the policy is completed.

Form will be located both online and on paper.

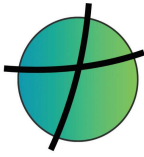
Forms will be retained in a folder by the Office Manager

Appendix C: Child Safety Policy

To be attached and distributed to those whose building usage includes children.

Appendix D: Checklist before leaving building

- ☐ clean all surfaces, including tabletops, countertops, dishes, chairs
 - Note: cleaning supplies are located in the storage room off the entry way and under the sinks in the kitchen and bathrooms
- ☐ return tables and chairs to original positions
- ☐ dispose of all garbage in cans with liner
- ☐ remove garbage from the building and place in correct dumpsters (located near the garage)
- ☐ return thermostats to original settings
- ☐ check bathrooms for excessive dirtiness, i.e. paper towels and trash
- ☐ remove leftover food and drink from the building
- ☐ remove any items hung on the walls
- ☐ vacuum or sweep up any excessive dirt
- ☐ turn off all lights, including those in the bathrooms
- ☐ secure any doors that may have been used
- ☐ check for any damage and report as soon as possible to the church office



Rooted in grace. Living out Christ's love.

