

# **Building Use Guidelines**

## **SALEM LUTHERAN CHURCH**

Adopted by the Church Council: October 19, 2000/Revised Fall 2001

Scheduling Priorities: Priority shall be given in the order of sequence that requests are received in consultation with the Pastor(s) and the Church Staff, considering the master scheduling calendar.

Salem is not equipped to make unexpected changes in the schedule of services and availability of facilities. Request for a change or addition to schedules must be made in advance and approved in advance with a minimum of two weeks' notice and preferably one month notice.

Emergencies: See pages 2 and 3 and the attached Emergency Evacuation Plan.

Care and Cleanup of Equipment, Church Property Items: All items used shall be cleaned and returned to their respective locations by the user. The user shall be required to replace or repair an item(s) that has (have) been rendered unserviceable or damaged.

Facilities Use: Members and nonmembers shall be assigned a specific area for use. The area designated for use shall be predicated upon fire, safety, health and security considerations. Violation of these policies will result in immediate termination of use privilege for both members and nonmembers.

Security: Valuables should be secured in the trunk or hidden from view within a vehicle. All doors, hatches and trunks should be locked to discourage theft. Purses, wallets and other valuables should not be left unattended under any circumstances within the church facilities. Salem Lutheran Church shall not be liable for personal valuables lost or stolen.

Contractual Agreements and Leases: Shall be reviewed on an as-needed basis. Focus shall be towards the specific nature and purpose of the user and shall include legal and insurance liabilities, care and maintenance of the facilities, appurtenances and associated grounds.

Parking: Members and nonmembers are encouraged to avoid parking within the immediate vicinity in front and along side of the church buildings. These parking areas should be voluntarily reserved for the elderly, disabled and visitors.

No alcoholic beverage use: No alcoholic beverages shall be served or partaken of on church property. Any persons deemed under the influence of alcohol shall be immediately asked to leave the church property. If any difficulty occurs, the police shall be called to remove persons from the church property.

Review: These guidelines and donation fee schedules shall be reviewed as needed.

Costs: The facilities of the church shall be made available for members and their families without cost except necessary janitorial and set-up fees. For nonmembers, a donation shall be required for use of facilities and equipment. This fee covers the normal utilities use, and general wear and tear on the facilities and is not designed for profit. For specific information, see page 4 and the Facilities Use Request form.

Termination of Use: Violation of congregational rules and policies will result in immediate termination of facility use privilege. The Church Council reserves the right to restrict the privileges of anyone or any group that violates Building Use Guidelines.

### OUTSIDE GROUPS AND ORGANIZATIONS

Outside groups and organizations may use the church facilities if their purposes are considered worthy and if their programs do not conflict with scheduled congregational activities. Decisions concerning worthiness are determined by the Pastor, the Facilities Coordinator, or Congregational Council.

### LOANING EQUIPMENT

Loaning equipment such as chairs, tables, dishes, projectors, screens or tools is not allowed for nonmember groups or organizations for use on other sites. Such items may be used for church-related functions if properly checked out through the church office.

### GIFTS

Before memorials and gifts are purchased and offered to the congregation, the Congregational Council and the Property Committee should be consulted to determine that these memorials and gifts harmonize with design and purpose of the church facilities. Used items such as artwork, furniture, carpets, mowers, automobiles, etc., shall not be accepted as gifts unless arrangements have been made in advance for their use or disposal. All memorials and gifts received, which are to be part of the church facilities or assets, shall become without qualification the property of the congregation.

APPENDIX: GUIDELINES FOR BUILDING USE

Emergencies: Dial 911. Tell the dispatcher the nature and location of the emergency. Our address is: 2529 N. LaVenture Road.

Location of First Aid Kits:

1. In the church office workroom
2. In the kitchen
3. In the Sunday School office on the southwest corner of the building
4. Downstairs in the closet to the right of the main hallway

Location of Fire Alarm Pull Stations:

1. The narthex (main entrance area)
2. The kitchen
3. The hallway between the kitchen and multipurpose room
4. The multipurpose room
5. Northwest corridor to deck
6. Southwest corridor doorway

Location of Fire Extinguishers

1. The narthex (main entrance area)
2. The church office
3. The kitchen
4. The hallway outside the kitchen
5. Worship Center
  - Northwest doorway
  - Southeast doorway
  - Hallway to the Sacristy
6. Middle of the main south corridor
7. West Corridor
  - North door
  - South door
  - Midway in the South and North end

Emergency Phone Numbers:

Facilities Coordinator Diane Webb: 424-7357  
Custodian Jim Bowers: 336-1901

Telephone for public use:

Narthex hall at multi-purpose room door (Dial 360 before local calls)

BUILDING USE DONATIONS & GUIDELINES

*See Facilities Use Request Form for fees.*

User groups must provide their own dishes, cups, glasses and utensils, tablecloths and decorations for events. In addition, the facility shall be cleaned up and trash disposed of satisfactorily according to the discretion and checklist of the host/hostess.

Kitchen: All pots, pans, and coffee equipment must be cleaned and returned to their proper places. Counter and sinks must be cleaned. Liquid and food spills must be wiped and mopped up and stoves, ovens and lights must be turned off.

Use of dishwasher and oven must be approved prior to building use.

CONCERT AND PERFORMANCE USE

The sponsoring organization for a concert or performance shall be responsible for a \$220.00 donation per concert or performance. **In addition**, the sponsoring organization shall be responsible for an hourly rate of \$10 for custodial service. This is a required service for concert use and usually amounts to 2-4 hours for our custodian. The check for this amount is to be made payable to Jim Bowers and delivered to the church office. We will provide you with specific information regarding custodial fees following each concert. **In addition**, the sponsoring organization shall be responsible for a flat \$25 fee for an Event Coordinator. This is a required service for concert use; the Event Coordinator serves as host and contact person for your event and represents Salem Lutheran Church. The check for this amount is to be made payable to the Event Coordinator and delivered to the church office. We will provide you with the event coordinator’s name before your event.

For small groups, the sponsoring organization shall be responsible for a donation of \$1 per person involved in and attending the event. **In addition**, the sponsoring organization shall be responsible for an hourly rate of \$10 for custodial service. This is a required service for concert use and usually amounts to 2-4 hours for our custodian. The check for this amount is to be made payable to Jim Bowers and delivered to the church office. We will provide you with specific information regarding custodial fees following each concert. **In addition**, the sponsoring organization shall be responsible for a flat \$25 fee for an Event Coordinator. This is a required service for concert use; the Event Coordinator serves as host and contact person for your event and represents Salem Lutheran Church. The check for this amount is to be made payable to the Event Coordinator and delivered to the church office. We will provide you with the event coordinator’s name before your event.

If the sponsoring organization requires use of the church’s PA and lighting system, a fee of \$10/hour shall be charged for a technical assistant to operate the church’s equipment for the event and any rehearsals. The check(s) for technical services should be made payable to the technicians, whose names will be provided by the church office.

**The sanctuary is a holy space for worship, prayer and fellowship. It is asked that you respect this worship space in your planning. The piano and altar are not to be removed from the chancel area. No food or drink is ever allowed in the sanctuary.**

BANQUET/DINNER USE

Banquet and dinner use including use of the kitchen:

- 0-149 guests..... \$125
- 150+ guests..... \$160

In addition, the sponsoring organization shall be responsible for an hourly rate of \$10 for custodial service. This is a required service for banquet use. The check for this amount is to be made payable to Jim Bowers and delivered to the church office. We will provide you with specific information regarding custodial fees following each event.

DAILY USE FEE

If the facility is scheduled for use by an outside group for day use including the Narthex, Multipurpose room, Sanctuary and classrooms, a fee of \$300 shall be required.