

FACILITY USE GUIDELINES
ZION EVANGELICAL LUTHERAN CHURCH
14 West Walnut St., Tipp City, Ohio 45371
937-667-3110

STEWARDSHIP INTENTION

At Zion Lutheran we are called to Serve Christ through Serving Others. Our facilities help us to support that mission with ministry. Our goal is to be a church that is filled with ministry each day of the week. These policies help us to be good stewards of the resources we have been given.

DESCRIPTION OF ASSETS

The policy covers the utilization of the following church assets:

Sanctuary	Small meeting rooms	Fellowship Hall	Stage	Kitchen
Basement	Parking Lot	Grounds		Restrooms

FACILITY COORDINATOR

All requests for asset use must follow proper application and be approved by the Facility Coordinator. It is the responsibility of the Facility Coordinator to approve applications and maintain compliance with the Zion Church Facility Use Guidelines. **No non-church event shall be scheduled during Sunday worship services. Saturday evening non-church events may begin no earlier than 5:30 PM.** It is the responsibility of the lessee to communicate any changes or concerns to the Facility Coordinator.

USER ELIGIBILITY

User rates are divided into three categories: 1) Zion Members and employees 2) Non-Member/For Profit Groups 3) Non-Profit Organization. Business, political or service organizations may request to use Zion facilities as long as their activity does not require or imply endorsement of their cause by Zion Lutheran. No political signs are permitted on church property. Any potential user expressing statements or purpose in conflict with the ministry of Zion Lutheran will be denied access to the assets. Zion does not permit assets to be used for Child Care managed by an outside group. **The responsible party for each event must be an adult of at least 21 years of age and present at all times the facility is in use.**

APPLICATION

Every potential lessee must present a completed and signed Application/Hold Harmless Waiver. In addition Non-member, For Profit and Non-Profit groups must present Proof of Insurance (provided by your insurance company or agent) and a refundable security deposit to the Facility Coordinator or church office with the expectation of a prompt response. Applicant may not assign or transfer permission to use the facility to another party. The Application for Use of a Zion Facility and Indemnity/Hold Harmless Agreement is found at the end of these guidelines. **A contract is not considered complete and valid until signed by both the lessee and the church Facility Coordinator.**

PERMITS AND LEGALITIES

Zion Lutheran is not responsible for personal or corporate items lost, damaged or stolen. A "Lost and Found" is operated in the church office.

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HALT AND VACATE

Lessee agrees that should a law enforcement office or a representative of Zion Lutheran determine that the event is unlawful, endangers public welfare or has caused damage to the property, the lessee shall immediately halt all activity and vacate the facility.

PUBLIC SERVICE AND VOTING BOOTHS

Zion eagerly seeks to participate in public service. Lessees must comply with our decoration policy as concerns internal signage.

EMERGENCY SITUATION

It is not possible to anticipate all conditions requiring utilization of a facility. In emergency circumstances, the Pastor and/or the Facility Coordinator may utilize Zion's assets to maximize our Christian Ministry without compliance to these rules.

RULES

- NO SMOKING AND NO TOBACCO PRODUCTS ON ZION PROPERTY INSIDE OR OUTSIDE**
- NO ILLEGAL DRUGS OR CONTROLLED SUBSTANCES**
- NO CONSUMPTION OR POSSESSION OF ALCOHOL**
- NO POSSESSION OF FIREARMS OR WEAPONS**
- CONCEALED FIREARM PERMITS ARE NOT ALLOWED**
- NO LIVE ANIMALS INSIDE BUILDING WITHOUT SPECIFIC EXEMPTION**
- NO GAMBLING FOR MONEY, PRODUCTS OR TOKENS**
- NO RED DRINKS (Kool-Aid, punch, wine, etc.) INSIDE BUILDING**
- NO RICE OR BIRD SEED INSIDE OR OUTSIDE BUILDING**

DECORATIONS

Within Zion building decorations may not be attached to walls, ceilings or woodwork with any substance which will cause damage (tape, staples, pins, needles, thumbtacks, stickum materials, etc.) All decorations, flowers, presentation materials or other items are to be removed at the end of your event. Decorations or signage may be attached to the exterior with conventional temporary devices provided they do not cause damage. Any lawn or sidewalk painting is expected to disappear with the next rain. On the stage the acoustical tiles on the wall are extremely delicate. Nothing shall be placed within 12 inches of the back wall and nothing shall be attached to the stage wall at any time.

WEDDINGS AND FUNERALS

Arrangements for the use of the Sanctuary are made in coordination with the Pastor and the Facility Coordinator. Gifts for the Pastor and the Organist are to be arranged directly with them.

LIABILITY INSURANCE

Any non-member, for profit or non-profit organization or group applying to use the building shall provide Proof of Liability Insurance (a statement from the insurance company or agent showing a policy is in effect and the limits of liability covered by the policy)

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FELLOWSHIP HALL

Zion's Fellowship Hall has space for 20 round tables and various rectangular tables. The maximum capacity of the Fellowship Hall is 166 if both tables and chairs are used or 357 if only chairs are used. Direct handicapped accessibility is provided through the Walnut Street entrance. Rest rooms comply with modern building standards and are located just outside the entrance to the Fellowship Hall. Media support includes a raised stage area, drop-down screen, PA system, podium and a DVD/VCR/CD player. Cable TV service is not available. Table cloths, table service and utensils may be available for a fee. See the Rate Schedule. If you will be using the stage, please be aware that fragile acoustical panels are hung on the back wall of the stage. Nothing should be placed within 8 inches of the back wall of the stage and you will need to be very careful not to bump the panels nor attach anything to the panels.

Set-up service may be available for a fee. If you do your own set up tables and chairs are to be returned to their initial location. It is the responsibility of the lessee to remove decorations and table coverings, turn out lights, close windows, check the rest rooms and lock the doors. **Trash bags are furnished. You will find these on the shelf under the double sink counter in the main kitchen.** All paper cups, plates and trash are to be placed into the trash bags, tied closed and left on the tile floor area of the kitchen. Take all left-over food, condiments, paper supplies and decorations away. Please "leave the room as if you were never there."

Lessee is expected to clean up and be gone by midnight. Zion's custodian will attend to floor care in the Fellowship Hall and restrooms. Lessee will be billed \$30 for this service. If condition of the facility requires additional efforts to clean up, lessee will be charged at a rate of \$30 per hour with a minimum of 2 hours. Plan ahead and bring your own supplies. The Zion Pantry and its contents are not available to you.

The responsible party arranging for the use of the facility is expected to remain in attendance during the event. Participants are expected to stay within the Fellowship Hall and restroom area. All youth activities must have a minimum of two adult chaperones on the premises at all times. Bands, DJ's or recorded music must conform to standards expected by Zion Lutheran. All music must conclude by 11:00 PM and volume must be considerate of our church neighbors or other Zion activity.

SANCTUARY

Arrangements for the use of the Sanctuary must be made in coordination with the Pastor and the Facility Coordinator. Zion's Sanctuary has pew seating for 200 people and an overflow section for 50 folding chairs. Fire code sets maximum occupancy at 284 people. The historic Main Street entrance to the church features a set of robust stone stairs. A ramp entrance is available through a side door off the alley. A handicap accessible rest room is located on the same floor as the sanctuary and handicap accessible rest rooms are also located outside the Fellowship Hall. Both the pulpit and reader's lectern are microphone equipped. It is the responsibility of the lessee to remove decorations, turn out lights, close windows, check the rest rooms and lock the door.

MUTUAL CONSIDERATION

Zion's Facility Utilization Coordinator will do everything possible to avoid a conflict with your event. However, Zion reserves the right to use the facilities as required by special need. A bereavement situation is an obvious example. Traditionally, worship services are held in the Sanctuary on Sunday morning and at 5:00 PM on Saturday evening. Of course, during Lent additional services are scheduled.

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KITCHEN COMPLIANCE EXPECTATION

In the Adult Sunday School Room (located on the left side of the hallway leading to the Fellowship Hall) there is a small auxiliary service area. This is the place for coffee making, water source or minimum clean-up if necessary.

If the plan is to use the kitchen for food or beverage preparation, the "Sisters of the Skillet" expect the kitchen to come back to them spotless and in order.

The kitchen features a conventional eight-burner stove with convection oven, a separate convection oven, warming oven, coffee maker, ice-maker, microwave oven, dual refrigerator/freezer and dishwasher. There is no garbage disposal. A double sink serves as a salad making area and another double sink serves for general clean-up. **If you have arranged to use the kitchen, Zion's Facility Utilization Coordinator will refer you to one of the "Sisters of the Skillet" or a Property Committee member to explain the requirements and provide any necessary training and directions for use of the kitchen and the dishwasher. Written instructions are posted within the kitchen area. The vent fan over the stove must be turned on anytime the stove is in use. Please be sure to turn it off when you are done.**

The custodian will attend to the kitchen floor at the end of your event. This cost is included in the \$30 custodian fee for use of the Fellowship Hall. If the kitchen requires additional cleaning, you will be billed at a rate of \$30 per hour for two hours. Accidents happen, but you are expected to reimburse Zion for broken plate ware or drink containers. The responsible party has agreed to replace or repair any damaged, stolen or lost Zion property.

CATERING

Consult with the Facility Utilization Coordinator about your caterer. Your caterer needs to be approved before the event.

EXTRA SET-UP TIME

You need to be sure you have allowed for all needed set-up time when filling out the contract. The Facility Utilization Coordinator will work with you to accommodate any special request for additional set-up time needed other than on the day of the event.

MEDIA SUPPORT

Zion's media equipment operators may assist with projection of visual images (movies, loops, spreadsheets), overhead and room light modification or voice enhancement via hardstand microphone or portable units. All equipment will be operated only by Zion-trained media staff personnel. An exception may be requested for an experienced operator if he/she meets with Zion's personnel prior to the event and demonstrates acceptable knowledge to run the equipment.

PARKING LOT

Guests are welcome to use Zion's parking lot located on Walnut Street. Zion's parking lot is divided into two areas – Lot A and Lot B. **Lot A** is the parking area between the alley and Third Street. **Lot B** is the parking area between the alley and Fourth Street. Anytime a worship service is in progress only the far west end of Lot B may be used by guests. The Facility Coordinator will inform the lessee if Lot A will not be available for use.

EXCEPTION REQUEST

Many procedures and requirements are expressed within this policy. Circumstance may provide an opportunity for an exception to a rule to be requested by the lessee and approved by the Facility Coordinator. Request for an Exception is found on the application.