

Faith Lutheran Church of Meridian Township
4515 Dobie Road
Okemos MI 48864-2203
517-349-0620

USE OF FACILITY POLICY

Philosophy

The use of Faith Lutheran Church facilities and/or grounds shall be consistent with the purpose of the congregation as stated in its Constitution and Bylaws (P. 1).

“The purpose of this congregation shall be to proclaim and propagate the Christian Faith through the Means of Grace, outreach and to cooperate in the program of the Evangelical Lutheran Church in America or its successor.”

Therefore, the basic use of all church facilities/grounds shall be for worship, education, fellowship and programs of evangelism designed to carry forward God’s work.

Available Facilities

Sanctuary (Capacity 250)

- Use shall be limited to worship, weddings, funerals, memorial services, baptisms and activities as approved by Church Council.
- Musical instruments shall only be used by designated church musicians. The Director of Music, Worship Committee, Pastor and/or Church Council must approve other requests.
- Food and beverages are not permitted in the sanctuary.

Music Room (Capacity 16)

- Use shall be primarily for meetings, receptions and small group gatherings.

Library (Capacity 10)

- Use shall be primarily as a library but may also be used for small group meetings or classes.

Downstairs Fellowship Halls (Capacities: Small 75; Large 150)

- Use shall be primarily for classes, meetings, small receptions or gatherings.
- Open flames prohibited. Votive or hurricane candles are permitted.

Kitchens

- Use shall be in conjunction with approved use of church facilities.
- Those using the kitchens shall—
 - Provide needed serving dishes, utensils, coffee supplies and pot.
 - Provide own foil, plastic wrap and plastic storage bags and containers.
 - Dispose of all food.
 - Dispose of all trash in containers provided.
Trash bags should be tied shut and placed in the curbs located across the parking lot in the Parish House driveway.
- Representatives of the authorized organization/group must clean the kitchen immediately after use.

Classrooms

- Use shall be primarily for Parish Education classes but may also be used for small group meetings or activities.
- Do not allow sitting on tables or leaning back in chairs.

Tent (20' x 30')

- The tent is limited to use on church property due to the potential liability assumed by the church if used off church property.

General Requirements: All Facilities/Grounds

1. Faith Lutheran Church activities shall take precedence over all outside groups or individual activities.
2. Activities must be confined to the room or area authorized for use.
3. Organization or group using church facilities agrees to take full financial responsibility for any damage to equipment or facility incurred during use and will provide church with evidence of liability insurance in an amount of at least \$1M, except for groups excluded in Specific Note 4, P. 4.
4. Use of tobacco products in church facilities or on church property is prohibited. All are responsible for complying with this requirement.
5. Use of alcoholic beverages and controlled substances in church facilities or on church property is not permitted. All are responsible for complying with this requirement.
6. Corridors, exits, stairways and the elevator must be free of obstruction at all times and attendees must never stand or sit so they block exits, stairways, aisle ways or the elevator.
7. When submitting the Application for Facility Use form, applicant must designate equipment needed, if any.
8. Preparation and use of food and beverage is limited to approved areas.
9. Organization or group using church facilities are expected to leave facilities as they were before the activity.
10. Responsibility for enforcement of requirements concerning use of church facilities/grounds rests with the user group.
11. Eligible organizations/groups may lose their right to use of facilities/grounds if all requirements are not followed, if church property is misused or damaged or if the behavior of group members is such that it endangers other users of church property or is inconsistent with behavior appropriate for a church.

12. Faith Lutheran Church will not be responsible for any loss of valuables or personal property.
13. Programs and activities of users must be of a nature suitable for presentation in a church and must be lawful.
14. During youth and children's activities, two-deep leadership is required. Adult leaders who are involved in teaching, supervising and mentoring youth and children are required to take the SafeChurch online training.
15. Non-member use of facility requires a designated church event coordinator to be present.

Specific Requirements: All Facilities

1. Close and lock all windows
2. Check all restrooms (toilets flushed, faucets off, lights off)
3. Leave facility in the same condition as found
(refuse picked up, chairs and tables returned to original places, etc.)
4. Turn off all lights
5. All doors locked

Deposits and Fees

Deposits and fees shall be charged for use of the church facilities based on the following categories of use:

1. Non-Member Use. . .
constitutes use by any person or organization not affiliated with Faith Lutheran Church.
2. Member Non-Personal Use. . .
constitutes use by any member of Faith Lutheran Church for the purpose of a for-profit business or for non-profit organization that does not fit the mission of the church.
3. Member Personal Use. . .
constitutes use by any member of Faith Lutheran Church for personal purposes (wedding, reception, anniversary, reunion, etc.) or for non-profit organization use that fits the mission of the church.

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 Deposits and Fees cont'd

Facility	Non-Member	Member Non-Personal	Member Personal
Small downstairs fellowship hall and kitchen	\$100	\$75	n/c
Large downstairs fellowship hall and kitchen	\$150	\$100	n/c
Classroom (fee per classroom used)	\$30	\$25	n/c
Music Room	\$25	\$25	n/c
Library	\$25	\$25	n/c
Sanctuary and narthex/kitchenette	\$150	\$100	\$100
Grounds/lawn areas	\$50	\$25	n/c
Tent use—set-up/take-down ¹	No	No	\$50
Wedding use ²	\$400	n/a	n/c
Funeral ³	\$200	n/a	n/c
Deposit ⁴	\$50	\$50	n/c

Facility Specific Notes:

¹Due to potential liability issues, use of tent is only permitted on Faith Lutheran Church property. To ensure the correct set-up and take-down of the tent, a member of Faith Lutheran Church approved by Church Council shall oversee the set-up and take-down process. The fee may be waived or reduced if the tent is already set up or no take-down is necessary.

²Use of the church facilities for a wedding shall include use of the sanctuary, narthex/kitchenette and other rooms as needed for the wedding rehearsal and wedding. This includes custodial services before and after the wedding. This does not include use of fellowship hall(s) for receptions or rehearsal dinners. Please see the Wedding Guidelines document for additional information.

³The organist fee for playing for a funeral is \$125.00.

⁴This deposit shall accompany the application form to cover breakage or damage to equipment or property and/or custodial costs. A post-event inspection will be made and any repair or custodial costs will be deducted from the deposit and the balance will be refunded in a timely manner. If damages exceed the deposit, the additional costs will be billed to the person or group using the facility.

Boy Scout, Girl Scout, youth groups and senior citizen groups shall not be required to furnish a deposit. However, the person applying for building use shall be responsible for facilities as outlined.

General Notes:

1. Faith Lutheran Church Council reserves the right to reduce or waive any fee depending on the specific application for use.
2. Fees shall be paid by check made payable to Faith Lutheran Church.
3. Deposit shall accompany application and other fees shall be paid prior to use.
4. All fees (except for wedding use) shall be for use of facilities for one day; use on multiple days will incur the fee per day.

