

## **Rules for Using Grace Lutheran Church Facilities**

Grace Lutheran Church welcomes in the name of Jesus Christ members of the community as well as its own members to use our facilities. We ask only that you help us keep it attractive, and support the cost to us of your usage.

1. Each group that uses Grace Lutheran Church facilities agrees to the following conditions:
  - a. Event planners and coordinators shall take precautions to ensure the safety and well-being of persons attending the event. Organizers shall also ensure that the church facilities are not damaged in any way.
  - b. There shall be no smoking inside the church building nor any alcohol consumed on the church property.
  - c. Only the rooms/areas approved for the event shall be used.
  - d. The group shall not use the church kitchen's table service, paper goods, food, or kitchen equipment--including the portable coffee cart--unless such use is specifically approved at the time of the original request.
  - e. The group shall clean up all areas used. This includes returning furniture to its original arrangement.
  - f. Church furniture and equipment shall not be taken off site for personal use.
  - g. If proof of liability insurance is required for the event, such proof shall be sent to the President or Vice President within 10 days of receipt of the letter requesting the proof. Failure to provide such proof may result in the group not being allowed to use facilities. If liability waivers for each participant are required by the Council, the group shall submit with its fee, a copy of the form to be used. If such waivers are requested and not obtained, the Council may deny further use of the facilities.
2. When leaving the building:
  - a. All trash shall be removed from the areas used (excluding trash in restrooms) and placed in the exterior trash cans at the rear of the church building or taken home for disposal by a group member.
  - b. All windows in the areas used shall be closed and securely latched.
  - c. All lights in the areas used (including hallways and restrooms) shall be turned off.

- d. All window air conditioning units shall be switched off after use. The thermostats should be returned to their pre-usage settings.
  - e. All exterior doors shall be locked when the last person of the group leaves the event. If your group is the only group in the building, it is your responsibility to ensure that ALL exterior doors are locked before you leave the premises.
  - f. If the group has received a key to the building for the event, the key shall be returned to the church office or to an officer of the church within 3 days of the event. Failure to return the key may result in a re-keying charge.
3. Additional requirements and considerations for outside groups who use the church facilities on an ongoing basis.
- a. At the Council's direction, the contact person for ongoing groups may receive a building key. The person's name and key number shall be recorded in the church office. Such keys may be recalled at any time. If a building key is lost, the party(ies) that lost the key shall be responsible for the cost of re-keying the locks.
  - b. Fees for ongoing groups may be paid monthly or quarterly, as the contact person works out with the Financial Secretary.
  - c. The name, address, and phone numbers (daytime and evening) of the group's leader shall be supplied to the church office on an annual basis.
  - d. If an ongoing group will not meet during its regularly scheduled time, the church office shall be notified prior to the intended use and the customary fee for those dates will not be charged.
  - e. Unless special arrangements are made with the Congregation Council, an ongoing group's regularly scheduled meeting shall not be held in the church on the following days: Christmas Eve, Christmas, Ash Wednesday, Maundy Thursday, Good Friday, Easter Saturday, Easter Sunday, State of Illinois Primary Election Day, Election Day, or Thanksgiving Eve.
  - f. The Congregation Council, through its Executive Committee, retains the right to cancel the use of the building or a portion of the building when special events make such cancellation necessary. The Council will make every effort to honor its commitments, and to provide as much notice as possible, if the commitment cannot be honored.
  - g. If an ongoing group wishes to change its usual meeting dates or times, or wishes to use another room in the building, another request in writing shall be made. If an ongoing group cancels its entire program, the group must notify the Executive Committee or the church office.

- h. Only groups who have made special arrangements with the Congregation Council shall store their supplies on church property. Groups who have made such arrangements shall keep their storage area tidy and label their belongings.
- 4. In the event of failure to fulfill the above obligations or damage or injury to the building or contents, additional fees may be assessed and/or permanent loss of the use of facilities may result.

*Date: September 25, 2023*

*Adopted 10/14/2003, rev. 1/9/2007*