

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 its facilities. We ask that you help keep our facilities 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 all who attend the event and shall ensure that church facilities are not damaged in any way.
- b. There shall be **no smoking nor alcohol consumed** on church property, inside or outside.
- c. Use only the rooms or areas approved for the event.
- d. Keep windows and doors closed at all times.
- e. Do not take church furniture or equipment outside or off site.
- f. The group shall not use the gas range, dishwasher, table service, paper goods, or food in the church kitchen.
- g. The microwave, portable coffee cart, TV, DVD player, and CD player may be used only if specified on the Facility Use Request and approved by the Congregation Council.
- h. The church may request proof of liability insurance. If so, such proof shall be sent to the church within 10 days of receiving the request.

2. Before leaving the building:

- a. Clean up areas used and ensure that all trash and recyclables are placed in trash or recycling containers. When trash or recyclables fill indoor containers, use the outdoor containers. An enclosure on the southwest corner of the church property holds containers for trash and recyclables. There are two trash totes on the left side of the enclosure. One tote, labelled *TRASH Janitorial Use Only*, is restricted for Grace staff and janitors. The other tote is not labelled and can be used by guest organizations with one limitation, **make sure that all trash fits inside the tote when the lid is closed**. Any trash that doesn't fit in this tote must be taken away by the guest organization. In addition, **never put trash in the large recycle bin on the right side of the enclosure**. Cardboard boxes, when flattened, can be added to this bin but only if the lid can be closed. Otherwise, the cardboard must be taken away by the guest organization.
- b. Return furniture to the arrangement in which it was found.
- c. Turn off all lights in the areas used including the hallway on the first floor. Lights in the restrooms are on timers and will turn off automatically.

- d. Turn off all window air conditioning units.
- e. **Ensure that all exterior doors are locked.** 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 your group has received a key to the building, return it to the church office within 3 days of the event. Failure to do so may result in a re-keying charge.

3. Additional requirements and considerations for outside groups who use church facilities on an ongoing basis.

- a. At the Congregation Council's approval, the contact person for groups using church facilities on an ongoing basis may retain a building key for recurring use, provided that the contact person is responsible for the safe-keeping of the key. This key may be recalled at any time. If this key is lost or stolen, the contact person shall be responsible on behalf of the group for the cost of re-keying the locks. The Office Assistant will maintain a record of the name, address, and phone number(s) of the responsible contact person along with the key identification number. This information will be updated on an annual basis or more frequently as needed.
- b. Fees may be paid monthly or quarterly upon mutual agreement between the Treasurer and the group's contact person.
- c. Notify the church office in advance if the group will not meet during its regularly scheduled time(s) and the usage fees for cancellation(s) will not be charged.
- d. Events may not be held on Christmas Eve, Christmas, Ash Wednesday, Wednesdays during Lent, Maundy Thursday, Good Friday, Easter Saturday, Easter Sunday, Thanksgiving Eve, or Wednesdays during Advent.
- e. The Congregation Council, through its Executive Committee, retains the right to cancel the use of the building or a portion thereof when special events make such cancellation necessary. The Executive Committee will make every effort to provide as much notice as possible, if cancellation is necessary.
- f. The group shall file a new *Facility Use Request* form if it wishes to change its usual meeting dates or times or use another room. If the group cancels its entire program, the group shall notify the church office.
- g. Groups wanting to store supplies or other items on church property must first seek approval from the Congregation Council. Groups who have made such arrangements shall keep their storage area tidy and label their belongings. Under any and all circumstances, the church shall bear no liability for loss or damage to the group's items.

4. In the event of failure to fulfill the above obligations or there is damage or injury to the building or its contents, additional fees may be assessed and/or permanent loss of the use of facilities may result.

Date: January 9, 2026

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