

# **Church Building Use Policy**

## **I. Introduction**

In keeping with the over-all goals of this congregation, the church building shall be used to provide physical facilities for church-connected organizations as well as non-church groups and individuals, so long as their purpose does not conflict with the general mission of this congregation. The following shall serve as guidelines regarding all use of the building.

## **II. General Policy and Use of the Building**

### A. Use of the building shall be available to:

1. Any church-connected organization approved and recognized by the Congregation Council.
- 2: Any staff-administration unit of this congregation recognized by the congregation affiliated with it.
3. Non-church profit groups when
  - a. sponsored or co-sponsored by a member of this congregation;
  - b. space is rented or services extended through policies of the congregation.
4. Individual reservations or other use of the church not covered above may be granted by the Congregation Council. In such cases the following criteria should be followed:
  - a. the activity is not for personal use which could be held in the individual's private home; unless approved by council.
  - b. the space will not be used solely for the accrual of personal financial gain except when directly connected to a program or organization of this congregation.
  - c. the event is open to the general church community; and
  - d. use of the space is not contrary to church policy or Minnesota state law.
5. Pastoral Acts  
All pastoral acts conducted at Resurrection, including baptisms, weddings and funerals, must be personally administer by the pastor(s) of RLC or their designated appointee.

### B. Fees and Reservations

1. Reservations should be made in person at the church office or by calling 320-363-4232. The pastor has final authority for decisions regarding room reservations. Reservations must be made at least 48 hours in advance. Cancellations must be received at least 24 hours in advance.
2. The church may rarely need to reschedule events for unavoidable Church business and reserves the right to do so.
3. All parties shall provide proof of sufficient insurance to cover their event or gathering at the discretion of the congregation/council.
4. An appointed responsible person will be named as a contact for all gathering or groups considering using our facilities. The responsible person will provide deposit check, damage deposit check, proof of insurance and contact information

30 days prior to the event. The responsible person will also be available for inspection after the event.

**Fees will be as follows:**

- If a staff member is needed for overseeing kitchen, an additional charge of **\$50.00** will be added. If church members use the kitchen at all this fee applies also.
- \*Use of the kitchen and/or equipment must be pre-approved by staff before the event and trained church personnel shall be present to ensure safety of equipment and people.

	Church Member	Non-Member
Half day (up to 4 hours)	\$50.00 (additional \$50 if kitchen is used)	\$200.00
Full day (4 to 8 hours)	\$150	\$400.00

A non-refundable deposit in the amount of **\$50 is required** to hold the date before accepting reservations.

A refundable damage deposit in the amount of **\$300.00 is required** before accepting reservations. Deposit will be refunded less any damages within 30 days after the event.

A. Coat Racks

The church is not responsible for articles lost, stolen or damaged.

B. Classes

Special class sessions, which are open to the church community, can be arranged by room reservation procedures. Special cases shall be referred to the Congregation Council.

C. Food and Beverages

Food and beverages shall be consumed in areas designed, constructed and designed for this purpose. The possession or use of intoxicants in the church is prohibited.

D. Smoking

Smoking, vaping and e-cigarettes are prohibited in the entire church building. This policy applies also when a room is reserved for group activity.

E. Games of chance are prohibited.

F. Damages

Groups and/or individuals using the facilities of this congregation will be held financially responsible for damages in the building which are a result of their actions or activity.

G. Candles

No candles are to be used without permission and only pre-approved candelabra are to be used on row ends. Flameless candles only allowed in the Fellowship Hall.

#### H. Firearms

No firearms of any kind allowed in the church building. The exception would be licensed police officers.

#### I. Noise

The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.

### **III. Decorations, Posters, Notices, Special Equipment**

#### A. Decorations

1. Time requested for decorating must be scheduled in the usual manner.
2. No decorations may be nailed or tacked to the walls, floors, or any other part of the building without the express consent of the Congregation Council.
3. Decorations must be fireproof.
4. Decorations must be removed (including adhesive) at the activity's conclusion. Walls must be left in the condition they were found.

#### B. Posters and Notices

1. Posters and notices may be displayed in the building on bulletin boards. Easels may be scheduled through the office. All displayed items must be approved by the pastor.
2. Posters, notices and decorations are not permitted on the building exterior.
3. Notices will be removed each Monday or after their expiration date.

#### C. Piano, Keyboard and Sound System Equipment

1. Use of the piano, keyboard and/or sound system equipment in the sanctuary must be approved by Worship and Music Committee.

### **IV. Gifts and Memorials**

Before memorials and gifts are purchased and offered to this congregation, the Congregation Council and the Property Committee should determine whether these memorials and gifts harmonize with the design and purpose of the church facilities. Special arrangements should be made before used items such as furniture, carpet; mowers, automobiles, etc. are accepted as gifts. All memorials and gifts received become, without qualifications, the property of the church; therefore the church has the authority to dispose of unneeded items.

### **V. Security**

The building shall remain locked at all times except for during office hours, worship, and scheduled events.

## **VI. Youth Groups**

All youth group activities must be chaperoned by responsible adults. (1 adult for every 5 youth and the adult must be 21 years of age or older)

## **VIII. Conclusion**

These policies are guidelines. Decision regarding special or questionable instances will be left to the discretion of the Congregation Council.

- If special consideration from council is needed it must be requested in written form at least 30 days prior to the event.