

# **St Andrew's Lutheran Church Building Use Policy**

## **Adopted by Church Council, October 16<sup>th</sup>, 2019**

St. Andrew's Lutheran Church's primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have you (or your organization) share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide, and return a completed Agreement for Use of Facilities attached to this Policy. A copy of the approved form will be returned to you upon approval by the Church Council.

Building use activities fall under the jurisdiction of the Property Committee. Requests for building use are managed through the church office. No commitment for building use is finalized until the Agreement for Use of Facilities has been approved and executed through the Church Council. Local organizations and individuals for one-time or short-term usage also may use the church building. When possible, we will attempt to make our facility available for such individuals or groups. Our first priority is to congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by church and finally to other requestors.

Approval for the use of the grounds and/or facilities of the congregation does not constitute or imply endorsement of an individual/group, their mission, or their positions. Individuals/groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the ELCA.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Agreement for Use of Facilities Form (including Release)

### **STEPS TO FACILITY USE SCHEDULING**

1. Obtain and complete a PROPERTY USE AGREEMENT and RELEASE FORM from the church office or at our website: [www.standrewselca.com](http://www.standrewselca.com)
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the completed form to the church office. You will be notified whether it is approved or not approved usually within 30 days of submission of the Form.

## DONATIONS FOR FACILITY USE

St. Andrew's suggests the following minimum donation be made to the church in return for the space being used. Agreement of final donation amount will be discussed with the requestor once all building requirements are understood:

	Suggested Minimum Donation
One-time event using the Sanctuary	\$350
One-time event using the Sanctuary with additional rehearsal dates	\$350 plus \$50 per rehearsal
One-time event using the Great Hall or Fellowship Hall	\$200
One-time event using a designated classroom or meeting room	\$50/hour

Weekly use of the Great Hall, Fellowship Hall or any classroom will be discussed with the requestor once all requirements are understood.

A refundable cleaning deposit of \$100 is required. The deposit will be returned if the facility is appropriately cleaned by the requestor after the scheduled event.

Upon approval of the Property Use Agreement, the requestor will submit the agreed upon donation, cleaning deposit and insurance document to the church office at least one week prior to the scheduled event.

## RULES AND REGULATIONS

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from the church premises without prior permission from the church office. Church property such as chairs, tables, etc. may be used when using the facility under the rules herein. The requestor will be responsible for table/chair set-up and take down at the completion of the event.

2. **FACILITY CARE.** The church area used by you/your group must be left clean and orderly with church furniture and property returned to its designated place.

*If keys are given out to the requestor, the requestor must maintain possession of the key for access and cannot be given to other member(s) for access to the facility. It is the requestor's responsibility for securing the property after use including setting the alarm system. The requestor shall return the key to the church office at the conclusion of the approved event.*

3. **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster at the back of the church parking lot. Church supplies are not to be used except by church sponsored activities. **The oven may be used to keep items warm only. No stove top cooking or oven baking is allowed.**

4. **PIANO and ORGAN USE.** Permission to use a piano or organ must be granted by the Pastor or Director of Music. Pianos are not be moved except by permission as granted in the Use of Facilities Form and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.

5. **SANCTUARY SOUND SYSTEM.** The Sanctuary sound system is available for use upon request. Changes to the system settings are not allowed. No other equipment may be attached to the church sound system without prior approval.

6. **SMOKING and ALCOHOL USE.** All groups using our facilities shall abide at all times by a “no smoking” or use of E-cigarettes rule in all parts of the building(including corridors, restrooms) and parking lot. Wine and beer use will be considered on a case by case basis. No hard liquor will be allowed.

7. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows and doors. If a Church Ambassador has not been assigned to the event, the requestor will be responsible for locking the building and setting the alarm.

8. **NO GAMES OF CHANCE.** Gambling or bingo on the church premises is strictly prohibited.

9. **SUPERVISION OF CHILDREN AND YOUTH.** The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults should be present at all times during any program or event involving children.
- Adult supervision is required at all times both inside and outside of the church property including the parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

10. **NURSERY USE.** The nursery facility is available and our safety standards require that two (2) nursery care providers must be present to operate the nursery. At least one (1) caregiver must be at minimum, eighteen (18) years of age.

11. **FOOD AND DRINK.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.

12. **DECORATIONS.** Decorations may be attached to the walls or doors in the Great Hall, Fellowship Hall or classrooms, with removable tape that will not permanently damage the surface. No decorations are allowed to be attached to the walls or

doors in the Sanctuary. All decorations (including flowers or table decorations) must be removed immediately and completely following the event. Flower delivery arrangements are the responsibility of the requestor.

**13. EMERGENCY SCHEDULING CONFLICTS.** The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

**14. STORAGE.** Excess storage is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

**15. BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

**16. CERTIFICATE OF INSURANCE.** Non-church groups are required to provide certificates of General Liability insurance naming St. Andrew's Lutheran Church as additional insured. A minimum of \$1,000,000 limit for each occurrence and \$2,000,000 general aggregate is required. The certificate must be turned in to the church office at least a week before the first use of the facility. For continuing usage, the form must be renewed annually.

**17. SECURITY.** The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.

**18. FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Church Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Council's directions or forfeit the use of any part of the facility immediately.

**St. Andrew's Lutheran Church**

**6 Ivy Hill Road**

**Ridgefield, CT 06877**

**203.438.0606**

**churchsecretarystandrewselca@gmail.com**

**PROPERTY USE AGREEMENT and RELEASE FORM for  
St. Andrew's Lutheran Church**

Name of Organization: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Organization's Purpose: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Frequency: \_\_\_ One Time Only \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Other

Which day of the week:

\_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

**General Information**

Describe *IN DETAIL* the type of event you will be bringing to our facility, including number of participants.

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Will tickets be sold or admission charged for your event? If yes, what will be the ticket prices or the admission fee?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, how will the net proceeds of this event be used?

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Is your group a Nonprofit 501(c)(3) organization?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Nonprofit Tax ID Number: \_\_\_\_\_

**Area Requested:**

\_\_\_ Sanctuary (capacity: 231) \_\_\_ Piano \_\_\_ Organ \_\_\_ Sound system

\_\_\_ Great Hall (capacity: 234) \_\_\_ Piano \_\_\_ Sound system

\_\_\_ Kitchen

\_\_\_ Fellowship Hall (capacity: 60)

\_\_\_ Classroom (capacity: 10)

\_\_\_ Choir Room (capacity: 10) \_\_\_ Piano

- \_\_\_ Meeting Room (capacity: 10)
- \_\_\_ Parking Lot
- \_\_\_ Lawn Area
- \_\_\_ Other (list: \_\_\_\_\_)

Note: no air conditioning is provided other than in the Sanctuary

Anticipated Number of Participants: \_\_\_\_\_  
Will food or drink be consumed? \_\_\_ Yes \_\_\_ No  
Special Needs or Requests:

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Equipment Needs:

- \_\_\_ Chairs: # \_\_\_\_\_
- \_\_\_ 8 Foot Tables: # \_\_\_\_\_
- \_\_\_ Food Serving Tables: # \_\_\_\_\_
- \_\_\_ Reception Table at Entrance
- \_\_\_ Other: \_\_\_\_\_
- \_\_\_ Microphone and Lectern

**Donation Arrangement**

The parties understand that the donation for use of the building will be \$\_\_\_\_\_. In addition, a cleaning deposit of \$100 will be made with each request.

**Release and Indemnity Agreement**

This Release and Indemnity Agreement is between \_\_\_\_\_ (organization or individual) and St. Andrew's Lutheran Church (for use of the property described above for meetings and other activities.)

NOW, THEREFORE, in consideration of St. Andrew's Lutheran Church permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

1. Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges St. Andrew's Lutheran Church and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

**ACCEPTANCE OF RESPONSIBILITY**

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**St. Andrew's Lutheran Church Council**

\_\_\_\_\_ Request Approved      \_\_\_\_\_ Request Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Key Provided? \_\_\_ Yes \_\_\_ No

Guest Alarm Code Provided? \_\_\_ Yes \_\_\_ No