

St. Mark's Lutheran Church

FACILITY USE POLICIES

Purpose/Mission

St. Mark'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 your organization share our facilities. St. Mark's is not a public building. All events held in the church and the people attending should be respectful of basic Christian doctrine. The staff will evaluate all requests and make the final decision on whether the event can be held.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you. No commitment for building use is finalized until the Use Agreement has been approved and executed through the Church Office. Please renew this information once each year. Local organizations and individuals for one-time or short-term usage also may use church building. When possible we will attempt to make our facility available for such groups. Our first priority is to congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by the church and finally to other nonprofit organizations.

Approval for the use of the grounds and/or facilities of St. Mark's does not constitute or imply endorsement of a group, their mission, or their positions. 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 LCMC.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Facility Use Guidelines
- Facility Use Request Form
- Facility Usage and Hold Harmless Agreement

St. Mark's Lutheran Church
STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Facility Use Request Form, Facility Use Guidelines, and Facility Usage and Hold Harmless Agreement at the church office or online at stmarkscr.org. Organizations must also provide proof of the Church listed as an additional insured on the Organization's general liability insurance policy.
2. Attached any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the documents to the church office or email to stmarks@faith-life.org and you will be notified whether the request is approved or not approved.
4. Any fees charged are to cover custodial costs for set-up and clean-up and staff time. A security deposit may be required for certain events. All fees must be paid prior to the scheduled event. Checks can be made payable to St. Mark's Lutheran Church.

St. Mark's is not responsible for accidents or injuries due to unauthorized use of property or buildings. All users are responsible for the safety and actions of anyone they bring onto St. Mark's property. St. Mark's is not responsible for personal property left in the facility. St. Mark's Lutheran Church reserves the right to refuse the use of the church facilities.

Groups using the facility on a regular continuing basis for meetings should notify the church office when they will NOT meet. Groups must also request permission to use the facility for an activity other than their regular meeting or to use spaces not normally reserved for their activities.

St. Mark's Lutheran Church

FACILITY USE GUIDELINES

St. Mark's Lutheran Church welcomes the use of church facilities for a variety of uses. Please read and follow the guidelines listed for facility use.

Property and furniture: Any furniture, chairs, tables, ect., will not be loaned, borrowed, or removed from the church premises. Furniture and property may be used when using the facility. Movable walls in The Connections Cafe and The Landing classroom may be moved by St. Mark's authorized personnel.

Facility Care: The church area used by your group must be left clean and orderly. Please return furniture to the original arrangement.

Room Usage: All members of the activity need to stay in the location that was reserved.

Kitchen: The kitchen must be left clean and orderly after use. Please turn off all appliances and coffeemakers. Garbage and trash must be bagged and disposed of in the dumpster behind the church. Church supplies are not to be used except by church sponsored activities.

Piano, Organ, and Handbell use: Permission to use the piano, organ and/or handbells must be granted by the Director of Traditional Worship. Piano and/or organ should not be moved except by permission from the Director of Traditional Worship 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.

Smoking and Drinking: Alcoholic beverages are not permitted on church grounds before, during, or following any event. The church building is a smoke-free environment.

Electronic Equipment: The Worship Center sound system is available for use upon request. The system must be operated by St. Mark's trained members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.

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 playground and parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

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.

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.

Decorations: Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

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.

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. The church office should be promptly notified of any damage to the building, equipment, or furnishings so that arrangements can be made for repair or replacement of such property. Also, any accident or injury should be immediately reported to St. Mark's

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.

Current special guidelines: All additional guidelines shared by the church office must be followed, i.e. specific entrances to be used, public health, etc.

Notification: If the event is canceled, call the church office at 319-447-0100 prior to 4:30 PM.

I understand these guidelines and agree to abide by them in using the facility for my event.

Signature: _____ Date: _____

Name (please print): _____

Date of event: _____

Rooms Reserved: _____