

**Building Use Policy
First Lutheran Church
1551 South 70th St.
Lincoln, NE 68506**

1. **Members of First Lutheran Church** are not required to pay a fee for the use of church facilities unless used for the purpose of making a profit. A First Lutheran member is expected to be present during the event and assume full responsibility during the use of the building.
2. **Non-profit Ministry groups outside of First Lutheran Church** are not required to pay a fee for the use of church facilities. Groups may wish to offer donations to cover the cost of utilities and custodial services.
3. **For-profit ministry groups** may use the church facility at the following rates (to be paid in advance):
 - Sanctuary-** \$250
 - Activity Center/Kitchen-** \$100
 - Classroom-** \$25 (4 hours or less)
\$40 (full day)

*** the congregation council has the option to forgo any fees.
4. **All events/activities must be scheduled through the church office.** Regularly scheduled church activities/meetings shall always have priority in the use of the facilities. Other church-related meetings and functions have second priority. The congregation council has the final decision in prioritizing use of church facilities.
5. **All groups outside of First Lutheran must have a signed building use application/contact sheet on file in the church office that states they have received and agree to abide by said policy.**
6. **All groups must have one contact person who has completed the Emergency Action Plan orientation session. This training provides guidance in the event of an emergency; evacuation routes, etc. At this training we will also offer some guidance in the use of audio-visual equipment. Church staff will no longer troubleshoot audio-visual problems during outside group meetings. These trainings will be offered periodically throughout the year.**
7. **General Usage Guidelines**
 - When scheduled events are cancelled, or the dates are changed, the group shall notify the church office as soon as possible.
 - If the church building is unavailable due to inclement weather, or other emergencies, the church office will attempt to notify all groups scheduled to use the facility. This information will be posted on the church website.
 - Controlled substances and weapons are not allowed on church property.
 - Smoking is prohibited inside the building as well as outside entrances. The parking lots and city sidewalks are the designated smoking areas.
 - Trash and recycling items are to be properly deposited in the designated containers.

- We can no longer provide for the set up of tables and chairs for outside groups. Groups will be expected to set up their own tables and chairs and return them to the way they found them. We will continue to put projectors in place, and set up microphones and sound systems.**
- If an activity takes place beyond the normal hours of church operation, and the church will need to be unlocked, a one week notice is required.
- The sanctuary is to be used for religious activities only. The congregation council must approve any non-conforming use.
- Groups should plan to end their activities by 9:30pm

8. All children in the facility must be supervised at all times.

9. Kitchen Usage

- Paper products and other consumables in the kitchens are available for church use only.
- All tables and countertops must be protected from hot dishes.
- All food must be removed from the church upon the conclusion of the event or it will be disposed of the following day. This includes all food left in refrigerators and freezers. Food left behind from church functions must be properly marked.
- Dishes, pots, pans, serving trays, utensils, and coffee pots may not be removed from the premises without permission.
- Stoves, microwaves, ovens, coffee pots and all other kitchen equipment must be thoroughly cleaned at the conclusion of the event.
- If the gas range and oven are to be used, a one week notice is required to turn on the gas for this equipment.
- Garbage shall be bagged and placed in outside garbage bins.

10. Other

- No tacks or nails shall be driven into furniture or woodwork.
- Only individuals approved by the Director of Worship and Music/Organist may play the church organ.
- Groups using the facility are responsible for any breakage, damage, or loss of equipment and must be reported to the church office so that reparations and adjustments can be properly expedited, assessed, and paid for.

11. Items not covered by this policy. The Executive Committee has the authority to make appropriate decisions on a case-by-case basis should there be any items not covered by this policy or items that require clarification.

I accept these terms and conditions

Printed name of group representative

Date

Signature of group representative

Date

(_____)_____

Primary Contact phone number

(_____)_____

Alternate Contact phone number