Building Use Policy of First Lutheran Church

1551 S 70th St, Lincoln, NE 68506
(402) 488-0919

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 including set up for their own event and returning the area to the original formation. All requests are to be emailed to the church office: mandy@flclincoln.org

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 service. Groups are responsible for setting up for their event and returning the area to the original formation.

3. For-profit ministry groups may use the church facility at the following rates (to be paid in advance):
   - ○ Sanctuary $500
   - ○ Activity Center/Kitchen $250
   - ○ Classroom(s) $25 (4 hours or less per classroom _____)
   - ○ Classroom(s) $40 (full day per classroom _____)

   *Office please check the appropriate fee and indicate classroom numbers. The Lead Pastor or 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 Lead Pastor or the congregation council has the final decision in prioritizing/approving use of church facilities. Funerals may require cancellation of your event as an emergency scheduling conflict.
   EMERGENCY Scheduling Conflicts. The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies. Notice will be provided as early as possible.

5. All groups outside of First Lutheran must have a signed Building Use Policy and Application for Building Use on file in the church office. A signed Building Use Policy indicates agreement to abide by said policy. Both forms need to be resubmitted annually.

6. General Usage Guidelines
   - When scheduled events are cancelled, or dates are changed, the group shall notify the church office as soon as possible.
   - If the church is closed due to inclement weather, we will post on our website. If Lincoln public schools close, First Lutheran will also close. If the church building is unavailable due to other emergencies, the church office will attempt to notify the representative on record.
   - Controlled substances and weapons are not allowed on church property.
   - Smoking is prohibited inside the building as well as in front of outside entrances/exits. The parking lot and city sidewalks are the designated smoking areas.
   - Trash and recycling items are to be deposited in the designated containers. Please pour liquids out of cans or cups before recycling.
   - If a specific placement of furniture is required for your group, it must be stated at the time of application. Responsibility for set up/take down will be determined at that time.
   - Our preference is that all activities take place during church operating hours which is from 8:30am until 8:00 pm Monday through Saturday. If an activity takes place beyond the normal hours of church operation, and the church will need to be unlocked, it must be stated on the Application for Building Use form.
   - The sanctuary is to be used for religious activities only. Only the church council can approve any non-conforming use.

7. All children in the facility and on church property must be supervised at all times.
8. Kitchen Usage
   - Stored paper products and other consumables are for church use only. You must provide your own paper products, coffee, filters, plastic utensils and other consumables.
   - All tables and countertops must be protected from hot dishes and stains.

- All food must be removed from the church upon the conclusion of the event or it will be disposed of. This includes food left in refrigerators and freezers. Food left behind from church functions must be properly labeled with name and date M/D/Y.
- Dishes, glasses, pots, pans, serving trays, utensils, and coffee pots, may not be removed from the premises. Dishes are to be washed and returned to their storage place after use. Counters are to be wiped clean.
- Stoves, microwaves, ovens, coffee pots and all other kitchen equipment must be thoroughly cleaned at the conclusion of use/event.
- If the gas range, ovens or dishwasher are used, it must be stated on your *Application for Building Use* and you must schedule instruction to operate the equipment one week prior to the scheduled event. To schedule instruction, call the church office Tuesday through Friday from 8:00 am to 4:00 pm.
- Garbage shall be bagged and placed in the outside garbage bins.

9. **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.

10. Other
    - No tacks or nails shall be driven into any surfaces such as walls, furniture or woodwork.
    - Only painters tape (blue or green) may be used on surfaces such as walls, furniture or woodwork.
    - Red Kool Aid or beverages are not allowed in any carpeted areas.
    - Only individuals approved by the Director of Worship and Music/Organist may play the church organ, pianos, or any church owned musical instruments.
    - Groups using the facility are responsible for any breakage, damage, or loss of equipment and must be reported to the church office immediately so that reparations and adjustments can be assessed, expedited and paid for.
    - Groups using the facility or equipment, are responsible for their own operation of equipment and for the set up and return of furniture to the originally found formation unless previously determined that church staff will be utilized for the set up and/or take down for the approved event. If church staff is utilized, a fee will be determined that will be paid prior to the event.
    - Groups using the church media cart (projector, lap top, microphones or speaker systems) must schedule instruction one week prior to the event by calling the church office, Tuesday through Friday from 8:00 am through 4:00 pm.

11. Items not covered by this policy
    In the 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 mention here, the Church Executive Committee has the authority to make appropriate decisions on a case-by-case basis. Such groups or individuals shall abide by the Executive Committee's direction or forfeit the use of any part of the facility immediately.

I accept these terms and conditions.

_____ _____
Printed name of group representative month/date/year

_____ _____
Signature of group representative month/date/year

_____ _____
Phone Number(s) email address

Rev 10/1/23 Return completed Building Use Policy to the church office or email to office@flclincoln.org