

Use of Church Facility Policy

Purpose: The Lutheran Church of the Good Shepherd (hereinafter referred to as Good Shepherd Lutheran Church/GSLC) is a worshipping, learning, witnessing, and serving community of baptized persons among whom the Word is proclaimed and the Sacraments are administered according to the Gospel. * The congregation shall provide support to enable the fulfillment of the mission and ministry of the ELCIC. The facilities of this congregation may be used by all persons and groups for those purposes which are consistent and compatible with the nature and mission of our congregation.

* The terms “Worship, Learning, Witness, Service and Support” shall be understood as defined in Article III of our constitution.

Responsibility: Church Council is responsible for the administration of this Policy. Reservation of facility may be arranged by contacting the Church office.

Policy:

1. Accessibility. The development and observance of these policies are not meant to be a barrier to facility use but are meant to ensure that the facilities of Good Shepherd Lutheran Church are accessible to all in the accomplishment of our mission, and the stewardship of these facilities is fairly and responsibly shared.
2. Administration. The orderly use of our facilities shall be assured by,
 - a. Prioritization set out in Schedule I,
 - b. Collection of fees and deposits in Schedule II,
 - c. Rules and responsibilities as established in Schedule III,
 - d. Procedures for reservations are outlined in Schedule IV.
3. Borrowing of Church Property
 - a. All use of tables/chairs (excluding round tables, resin tables and chairs, and padded chairs, which are never allowed out of the church), should be booked through the Church office. Other equipment, such as coffee urns, etc. may be borrowed. In all cases, a \$100 damage deposit is required (*cheque or money order, we are unable to accept cash*).

Schedule I - Prioritization of Use

A. Formal Congregational Functions:

Services, classes, meetings and events which are scheduled by staff and committees of the congregation and are part of the normal calendar of the congregation shall have priority for space. Conflicting schedules and space requirements will be negotiated by the staff and committees involved. Other prospective uses shall be organized so as to protect the availability of the facilities for formal congregational functions. Examples of formal congregational functions to be protected include: Worship services, Sunday school, Annual Meeting, Council meeting, ACTS, Bible Study group, Choir practices, Vacation Bible School.

B. Non-Routine Congregational Functions

Space requirements of ELCIC, Synod, and other partner organizations of the congregation will be honored as routine schedules allow. Special non-routine Congregational Functions may at times require scheduled meeting of members and organizations to be rescheduled.

C. Needs of Members for Personal Use

Requests from members for personal use may be honoured as routine schedules and the calendar allow. A Facility Use Agreement must be completed and fees paid per Schedule II.

Marriage Ceremony - refer to GSLC Marriage Ceremony Policy.

Funeral service - refer to GSLC Funeral Policy.

D. Others

Requests from non-members, government and community organizations for one-time events or regularly scheduled events, including non-profit or commercial use deemed by GSLC to be consistent with our stated purpose and mission, may be honoured as the calendar allows, given the priorities identified above. A Facility Use Agreement must be completed, and may include proof of third-party insurance, and fees paid per Schedule II.

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Schedule II - Fees

Damage deposits are not required for formal congregational functions and non-routine congregational functions. Rental fees are requested from members, organizations and non-members for usage of the facility. Damage deposits (*in the form of a cheque or money order, we are unable to accept cash*) are required from members, organizations and non-members in order to promote careful use of facilities and to ensure “clean-up” after use. Refunds shall be determined on the basis of time and effort required by custodian for restoration of order and cleanliness.

Rental Fee Schedule

Fees:

Entire main floor or basement for whole day (more than six hours)	200.00
Entire main floor or basement for morning, afternoon or evening (maximum six hours)	150.00
Any one meeting room	75.00

Required Damage Deposits:

Main floor	200.00
Basement or meeting room	100.00

Other Service Fees, if applicable:

Sound System	40.00
Event Supervisor	100.00

All fees are subject to change.

For-profit organizations wishing to rent the facilities are not eligible for the above noted fees. Rentals on the basis of revenue opportunities are at fair market value, with the rental fee being determined on a case by case basis.

Any variance shall be approved by the Pastor or staff and one member of the Executive on an individual basis.

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Schedule III - Responsibilities

1. Smoking is permitted outside the building only, a minimum of 3 metres from the doors. Smokers must use receptacles provided.
2. Alcohol is not permitted during meetings, receptions or similar events. However, Council may grant an exception upon written request. Such exceptions are restricted to a single two-ounce glass of wine per adult for toasting. Liquor permits must be secured by persons booking the facility.
3. Games of chance are not permitted. Examples include commonly understood forms of gambling, raffles, bingo, door prizes, etc.
4. All persons in the Church are expected to conduct themselves in a manner appropriate to a House of Worship
5. Persons using the basement may also use the kitchen, china, cutlery and coffee urns. However, such persons must provide their own table cloths, towels and so on, and then must clean up the facility! All dishes must be washed, dried and put away, and counters wiped.
6. User must obtain permission to move or rearrange any furniture in the altar area of the sanctuary. At the end of the event, User will return these items to their original location and condition.
7. The facility must be left in a tidy and orderly state: All lights will be turned off, garbage and recyclables will be bagged and left in the basement for removal by custodian, any programmes and bulletins will be collected, any accidental spills or dirt will be cleaned up, etc.
8. Long distance telephone calls are permitted only by credit card or "collect".
9. No tape, nails, etc. are to be used for hanging wall or table decorations.
10. Appeals to decisions made in the enforcement of this policy may be made to Church Council.
11. The sound system in the church basement is available for use. Arrangements should be made at time of booking.
12. GSLC is not responsible for personal property left on the premises.
13. Seating capacity for upstairs and downstairs space shall not exceed posted limits.
14. An elevator is available for use by those who are unable to use the stairs. The elevator may not be used to transport freight of any kind. The elevator shall not be operated by anyone under the age of 18 years.
15. No admittance charge shall be made or tickets sold in advance., or a collection of any kind taken, unless the intention to do so is noted on the Facility Use Agreement.
16. No unsafe or illegal activity will be allowed, and if engaged in contrary to policy, is cause for immediate revocation of the Facility Use Agreement.
17. The use of lit candles is strictly prohibited. The only exception is altar candles used in a marriage ceremony or funeral, where the GSLC Pastor is officiating. In no event shall scented candles be used.
18. Outside media, music, and materials approval:
 - a. All media, music, materials and presentations must be provided to the Pastor for review. Materials found to conflict with the beliefs and general philosophy of GSLC will be prohibited.
 - b. Any flier, public announcement or other marketing tools for an event held at GSLC must have prior approval by the office. Failure to obtain approval may result in cancellation of the event.
19. The User is expected to monitor the behaviour of their guests for safety. Children must be supervised at all times and are not permitted to roam freely in the facility.

Schedule IV - Procedure for Reserving Space and Time

1. The following scheduling procedures are not required for Formal Congregational Events and Non-Routine Congregational functions.
2. Inquiries may be made by telephone, but scheduling is not confirmed until a Facility Use Agreement is completed and a damage deposit has been made. In booking a marriage ceremony, a deposit of \$100 is required to reserve the date and time (See Marriage Ceremony Policy)
3. Changes to the start/end times of an event, and/or set up for the event must be made at least one week in advance of the event.
4. Reserved time should include time required for preparations and decorating prior to the event and clean-up after the event. Times necessary for decoration may be permitted at the rate of \$50 for a maximum of 3 hours, when it does not interfere with other scheduled events. GSLC is not responsible for decorations put up in advance of an event - Users do so at their own risk. Items to be left at the church must be left within time reserved.
5. A copy of the Facility Use Agreement with Schedules III and IV will be given to the person making the reservation and a copy shall be kept in the Church office.