

# Holy Cross Lutheran Church

5460 63rd Street NW · Maple Lake, MN 55313 · (763) 463-9447

## **BUILDING USE POLICY**

The following policy has been approved by the church council of Holy Cross Lutheran Church (HCLC) and is the official policy for the use of its building and facilities.

### **OUR MISSION STATEMENT**

Holy Cross Lutheran Church is a growing family of faith, gathered by the Holy Spirit. We believe that Jesus Christ is our Lord and Savior, and that by God's grace alone we have been saved. Through the gifts of the Holy Spirit, we share the message of the Gospel with all people.

Our faith is continuously renewed by engaging education, and creative and dynamic worship and music. With our prayers, energy, abilities, and gifts, we strive to be good caretakers of all that God has given us.

We invite everyone to join with us in family-friendly worship, life-long learning, and open fellowship.

### **I. PURPOSE**

The building is available for meetings and programs that are compatible with the mission and vision of HCLC.

The intent of this policy is to set guidelines for the use of this building that will enhance our mission, protect our valuable resources including the building, its furnishings, guard against damage, and enable all our people to feel welcome and safe here.

The use of HCLC for weddings and funerals is addressed by a separate policy.

We encourage the use of our facilities by our congregation and community organizations dedicated to education, charitable, artistic, and social purposes, which are compatible with our mission statement.

### **II. CATEGORIES OF BUILDING USE**

This Building Use Policy defines three categories of building use as follows:

**HCLC use**, where group, activity, or event is sponsored by HCLC staff, church council, or standing committee.

**Member sponsored use**, where the group, activity or event is sponsored by a member of the congregation of HCLC and where the member is present and participating.

**Non-member use**, where the group, activity, or event is not sponsored by a member of the congregation of HCLC.

The use of facilities by member-sponsored and non-member groups and individuals may be permitted provided such use does not interfere with normal functions of HCLC. In some cases, it will be difficult to accommodate groups (especially large groups) wishing to use the building on Saturday evenings.

Member-sponsored and non-member groups wishing to use the facilities must complete and sign a "Building Use Agreement" form. This document is appended to this policy (or can be obtained by contacting the HCLC office).

Without notice, HCLC reserves the right to revoke permission to use a meeting room and substitute facilities where possible, should the need arise.

**Member-sponsored and non-member groups must provide a security deposit as specified in the fee schedule below.**

The deposit will be refunded in full assuming there has been no damage and additional custodial services are not needed. Additional fees for damage or custodial services will be deducted from the deposit, with any remaining balance returned. See the section on "Custodial Services" below. Additional fees will be charged at \$20 per hour for custodial time.

**III. PERMISSION FOR BUILDING USE**

The pastoral staff is authorized to grant or deny building-use requests. The pastoral staff is also authorized to cancel any use at any time if the activity is deemed to not conform to the use, intent, or restrictions outlined in this policy. All building use decisions are subject to the review of the HCLC church council.

Reservations are required and should be arranged through the church office. Fees and refundable deposits will be returned in full if an event is cancelled five (5) working days prior to date of function. Any refundable deposits and any property left at HCLC must be picked up from the church office during regular business hours within two weeks of the event. Uncollected deposits and property will be considered a donation to the church.

**IV. BUILDING USE**

**A. General Rules**

HCLC bans firearms on its premises.

Use of tobacco or illegal drugs is prohibited on all HCLC property. The building is also a smoke-free facility.

Use of alcoholic or intoxicating beverages is prohibited except in the case of the sacrament of Holy Communion.

Gambling is not permitted on church property.

Under the U.S. Internal Revenue Code, churches who wish to retain their tax-exempt status cannot directly or indirectly participate in any political campaign on behalf of (or in opposition to) any candidate for elective public office; this HCLC Building Use Policy prohibits any use of the building for such purposes. However, the building may be used for discussions of public policy issues.

All group activities are limited to the room(s) the group requested. Group members are not granted automatic access to other parts of the building, since other groups may be meeting and rooms may be set up for other activities.

Youth and/or children's groups must be supervised by at least one adult, over the age of 21. Supervising adults will be in charge and present at all times whenever a group of young people, high school age or younger, are using any facilities. Supervising adults will arrive in the building before the event to supervise all participants arriving early and will not leave until all youth have been picked up. For member-sponsored or non-member groups, the supervising adults are responsible for any breakage or damage to HCLC property.

Any accidents, damage, or injuries must be reported to the pastoral staff or church office immediately. Individuals involved may be asked to fill out an "Incident and/or Accident Report".

Activities must be limited to those stated on the "Building Use Agreement."

Thermostat settings should not be changed except by staff or knowledgeable HCLC members.

The church office is not to be used as a mailing address for community groups, and church employees will not be asked to do secretarial work or perform other services for community groups. Suggested donation for copies made by non-profit groups is 10 cents/copy.

The use of blue “painter’s” tape (or similar removable, non-damaging tape) for hanging of items to walls is permitted. No other type of tape, adhesive is permitted. Responsible parties will be required to reimburse HCLC for damage to the paint or plaster/wood.

All groups must remove all non-HCLC items (equipment, supplies, etc.) used on the property at the end of the activity or event at which it is used (except by prior arrangement on the “Building Use Agreement”). The church is not required to provide storage for the property of community groups using its facilities, and is not responsible for equipment, supplies, or property belonging to such groups or their members, or items left behind by participants.

No church equipment, including that of the kitchen, shall be taken from the church building except for use at HCLC-sponsored functions. Church furniture or property may not be moved or altered except by prior consent of the pastoral staff, and must be returned to its original position, or applicable portion of the deposit will be forfeited to cover custodial services.

All lights must be turned off throughout the building and doors secured after all activities.

All trash must be picked up and the building left neat and clean at the conclusion of activities. Failure to do so will result in forfeit of the applicable portion of the security deposit to cover applicable custodial services.

All groups must conclude their activities and vacate the church building by 10:00pm unless their reservation specifies a later ending time. Doors will be locked at 8:30pm. Participants will not be able to enter the building after 8:30pm. Doors must not be propped open.

## **B. Custodial Services**

HCLC will provide basic custodial services for groups using the building. These services include standard floor cleaning, provision of bathroom supplies, and snow removal from sidewalks. Please note that it may not be possible to remove snow in time for all events. While HCLC will make a good-faith effort to keep sidewalks clear for all building users, we cannot guarantee it.

Custodial services also include open/close church building (if needed) and set-up and cleanup of meeting space when applicable. Quoted fees are approximate (see Fee Schedule). Final fee to be determined by length of meeting, number of participants, and type of set-up required.

Cleaning of table tops, kitchen counters, equipment, and other surfaces and returning furniture to its proper place is the responsibility of the group using the building. Failure to do so will result in forfeit of an applicable portion of security deposit to cover custodial services beyond those provided for in this Building Use Policy.

## **C. The Use of Specific Rooms**

### ***Sanctuary***

The primary purpose of the sanctuary is for worship. Any other activity conducted there must be approved by the pastoral staff.

The use of the HCLC sound system must be pre-approved. Pastoral staff may determine that a trained HCLC representative must be present to operate the system.

No food or beverages are allowed in the sanctuary except the elements for the sacrament of Holy Communion. Any exceptions for HCLC functions may be approved by the church council.

### ***Fellowship Hall***

Tables, chairs, or other furniture set up for a program must be put away at the conclusion of the program, and the Fellowship Hall must be returned to its original arrangement. Failure to do so will result in forfeit of applicable portion of security deposit to cover custodial services.

For member-sponsored and non-member events, chairs and tables and other furniture may not be moved from one part of the building to another unless other arrangements are made by prior agreement.

Groups requesting the Fellowship Hall must confine their activities to that part of the church building only unless other arrangements are made by prior agreement.

### ***Kitchen***

The kitchen is available for HCLC use, member-sponsored use, and non-member use.

Group must provide their own supplies, including coffee and coffee supplies.

The kitchen must be left clean with all trash removed from the building. A dumpster and recycling bin is available near the sheds as you exit the property.

The stove, oven, and dishwasher must be shut down at the conclusion of activities.

### ***Classrooms***

All groups must leave the room set up as they found it. Tables and chairs may not be moved from one room to another, or from other areas of the building, without prior permission. Such permission should be requested on the "Building Use Agreement."

If food is served in classrooms, trash bags must be removed from the building. A dumpster and recycling bin is available near the sheds as you exit the property.

### **D. Use of Furnishings & Equipment**

Pianos may be used (with care!) in rooms in which they are found. Pianos are not to be moved from room to room. The sanctuary piano should not be moved from its location. If a room with a piano is needed, please make the request on the "Building Use Agreement."

Display easels are available upon request. Requests should be made on the "Building Use Agreement."

### **V. FEES**

No fees will be charged for HCLC use.

See "Fee Schedule" for member-sponsored and non-member use.

Fees *may* be waived for member-sponsored and for use by recognized organizations with whom HCLC shares ministry, charitable organizations, or other organizations as determined by the pastoral staff and church council.

Additional fees for custodial services (if deemed necessary by the pastoral staff or church office) will be charged at \$20 per hour of custodial time.

### **FEE SCHEDULE**

	<b>Member Use</b>	<b>Non-Member Use</b>
Damage Deposit (refundable)	\$ 50	\$100
Set-Up Fees (when applicable)	\$ 20/hour	\$ 20/hour
Sanctuary (non-wedding use)	none	\$200
Fellowship Hall	none	\$100
Classrooms	none	\$ 25
Use of Kitchen & Equipment	none	\$ 50

## VI. GUIDELINES FOR ASSIGNMENT OF CHURCH FACILITIES

All groups and organizations, including HCLC staff and committees, are required to schedule facility and equipment use through the church office.

HCLC reserves the right to approve or deny requests without explanation. In cases of doubt about the appropriateness of a planned activity, the matter shall be referred to the pastoral staff and the executive committee.

Priority for assignment and use of church facilities shall be given in the following order:

HCLC programming: including worship, special events, education, committee activities, staff or committee meetings, sponsored functions, and member funerals.

Private functions that are member-sponsored, such as weddings, receptions, showers, and anniversaries.

Non-member use and not-for-profit community group meetings and activities: other churches, scouting, and community service organizations. Priority assignment of meeting spaces shall be given to those groups or functions with a regularly established meeting time and place.

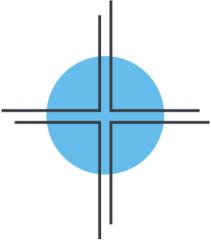
Commercial organizations, fundraisers, or private non-member use.

HCLC reserves the right to cancel any reservations in the event of unforeseen ministry needs (such as funerals, prayer services, or natural disasters). Alternate spaces will be arranged when possible.

## CHECKLIST: Things to Do Before You Leave the Building

- Turn off all lights throughout the building
- Turn off all devices and equipment used by your group (*e.g. – stove range, oven, dishwasher, etc.*)
- Return thermostats to proper settings  
(*Thermostat settings should not be changed except by staff or knowledgeable HCLC member*)
- Secure all doors and windows  
(*closed, locked, and latched*)
- North door in education wing
- West door in Activity Room
- North door in hallway near fellowship hall (emergency exit)
- West doors in fellowship hall
- East door in Sanctuary
- Front glass doors (main entrance)
- Return all furniture to its proper place.
- Clean all used table tops, kitchen services, and equipment.
- Remove all trash from the building.  
(*A dumpster and recycling bin is available near the sheds as you exit the property.*)





# Holy Cross Lutheran Church

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## **BUILDING USE POLICY**

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

Name of Contact: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Size of Group: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Member of Holy Cross Lutheran Church?    **YES**   **NO**    If **YES**, name of member: \_\_\_\_\_

Event Description:  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of use: \_\_\_\_\_

Time of Use (include set-up and cleanup): Start: \_\_\_\_\_ End: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Frequency (one-time use, weekly, monthly, etc.): \_\_\_\_\_

Space(s) desired (specify rooms required) and purpose of use: \_\_\_\_\_

Holy Cross Lutheran Church Furniture or Equipment Needs (tables, chairs, piano, display easels, etc.) ~ *please specify*:  
\_\_\_\_\_  
\_\_\_\_\_

Other Needs ~ *please specify:*

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**By signing this Building Use Agreement form, I agree to the following:**

As the contact person of a member-sponsored or non-member use community group, we agree to use the building in accordance with the Holy Cross Lutheran Church Building Use Policy.

To reimburse Holy Cross Lutheran Church for any damage, theft, or other loss caused by any event guest or group member.

To clean after each meeting or activity. If additional custodial services are required, Holy Cross Lutheran Church will assess a charge as necessary. Charges will be \$20 per hour of custodial time.

The group will only use those areas of the building included, as specified on this form ("Building Use Agreement").

Business organizations will provide certificate of insurance designating Holy Cross Lutheran Church as an additional insured under the business' policy.

Alcoholic beverages are prohibited.

**Financial Terms of Agreement:**

Non-member groups must provide a security deposit of \$100. This deposit will be refunded in full assuming there has been no damage and additional custodial services are not needed. Additional fees for damage or custodial services will be deducted from the deposit, with any remaining balance returned.

**All fees are due upon confirmation of event with church office in order to secure the date.** Please reference Fee Schedule on page 4 of Building Use Policy when totaling fees.

Total fees: \_\_\_\_\_

Check Number: \_\_\_\_\_

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Contact Person/Group Representative

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Date

**APPROVED BY:**

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Holy Cross Lutheran Church Representative

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Date