

LUTHERAN CHURCH OF THE RESURRECTION

Building Use Rules and Regulations

1. **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.
2. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
3. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
4. **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster next to the garage. Church supplies are not to be used except by church sponsored activities.
5. **PIANO and ORGAN USE.** Permission to use the piano or organ must be granted by the Revelation Band or Choir Director. The piano should not be moved except by permission from the Revelation Band or Choir Director and will require the assistance of professional movers. The requesting group must pay for the cost of the professional movers and for tuning the piano after replacement.
6. **SANCTUARY SOUND/PROJECTION SYSTEM.** The Sanctuary sound and projection system is available for use upon request. The system must be operated by 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.
7. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key/card is provided, the group or member will be responsible for locking the room/building. Groups will be responsible for any fees incurred if a false alarm is triggered through the security system.
8. **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:
 - a. No fewer than two adults should be present at all times during any program or event involving children.
 - b. Adult supervision is required at all times both inside and outside of the church property including playground and parking lot.
 - c. Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

9. **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.
10. **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.
11. **NO SMOKING and NO ALCOHOL USE ALLOWED.** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms.
12. **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.
13. **STORAGE.** Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
14. **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.
15. **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.
16. **FINAL DECISIONS.** In 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 mentioned here, the Congregation Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council’s directions or forfeit the use of any part of the facility **immediately**.