

LUTHERAN CHURCH OF THE RESURRECTION

Policy for Building and Property Use

Revised June 2015

Lutheran Church of the Resurrection's primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you.

Building use activities fall under the jurisdiction of the **Trustees Committee**. Requests for building use are managed through the church office and must be submitted two weeks prior to the event. No commitment for building use is finalized until the Use Agreement has been approved and executed through the Office.

Our first priority is to **Lutheran Church of the Resurrection** programs and membership needs. Priority is then given to nonprofit groups that are supported by church and finally to other nonprofit organizations or individuals in the community. The Congregation Council reserves the right to deny or cancel use of the church facilities at any time.

Approval for the use of the grounds and/or facilities of congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of **Lutheran Church of the Resurrection** and the ELCA.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Property Use Agreement Form including Release

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement from the church office or website.
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.

Return the **Property Use Agreement** to the church office and you will be notified whether it is approved or not approved.