

# LUTHERAN CHURCH OF THE RESURRECTION

## Building Use Policies and Regulations

### POLICIES

1. Church property/facilities belong to the community of believers and shall be used to promote education, health and welfare of children and adults of the congregation.
2. The various programs for church members shall have priority over all other activities.
3. The Congregation Council reserves the right to deny or cancel use of the church facilities at any time.
4. Building is NOT available when space requested is required for church purposes.
5. Non-profit groups may rent church facilities.
6. All rules, regulations and rates for church facilities are subject to change at the discretion of the Congregation Council.
7. The Building Use Committee shall have the right to inspect the premises at any and all times and require compliance with rules, or impose any rule that may be necessary for the safety of such premises and occupants.
8. In case of doubt on the part of the Building Use Committee concerning any requests for use of church property or facilities, same shall be submitted to the Church Council for final decision.
9. There will be no rental or custodial fee for funerals of members.

### REGULATIONS

1. **ALL** groups will be charged for any misuse or damage to church facilities or property.
2. Personal liability damages will be the responsibility of the representative of the requesting group.
3. Request permits are non-transferable and sub-leasing is not permitted.
4. Vendors or concessions are not allowed.
5. Only those rooms designated on the permit may be used, unless changed by the church.
6. Church furniture, pianos, and all other equipment must be included in request agreement.
7. Fees must accompany the application based on the fee structure as noted on back.
8. When custodial services are not required, the representative of the requesting group is responsible for the welfare of the building during the event and for securing the building before leaving. This includes:
  - a. Closing all windows
  - b. Turning off all lights
  - c. Locking all the doors
9. When the kitchen facilities are used, a damage deposit is required along with any other fees and must accompany this application.
10. Whenever kitchen facilities are used, it is mandatory that a kitchen supervisor be present; this person may be either a member of the congregation who is familiar with the kitchen or a custodian.
11. Supervision plans for all programs must be satisfactory to the Building Use Committee
12. NO alcoholic beverages are to be served in the building or on the grounds.
13. Smoking is NOT ALLOWED inside the church building. This is a smoke-free building.
14. Use of Lutheran Church of the Resurrection facilities will be restricted to worship and church education classes only when worship is held.
15. Arrangements to open the church building need to be made at least two weeks prior to your activity.
16. If your organization trips the security system, your organization will be responsible for any fees incurred with sending a false alarm to the Racine Police Department.