

POLICY AND PROCEDURE
Advent Lutheran Church
16870 Murphy Avenue
Morgan Hill, California 95037
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SUBJECT: **FACILITY USE POLICY**

SECTION: **FACILITIES – Facility Use**

Approved by	Date Approved	Date Effective	Supersedes	Policy Number
Congregation Council	23 Aug 2011	23 Aug 2011	New	4.5.0 Rev 0

I. PURPOSE

The purpose of this policy is to provide a framework of guidelines (rules and regulations) for groups or individuals who utilize the facilities of Advent Lutheran Church (Advent).

II. GENERAL

This policy is not intended to contemplate every possible event or occurrence which may affect the facilities of Advent. It is intended to provide guidance to all users that Advent Church Facilities should be respected and proper care should be exercised so that members and others within the Community can enjoy the facilities for many years to come.

III. WHO'S COVERED

This policy covers the usage of Advent facilities by both members and non-members.

IV. RESPONSIBLE FOR ADMINISTERING

The enforcement of these policies rests with the Executive Committee or Church administrative staff. This team has the authority to make decisions of a tactical nature. Facility decisions which may have a fiscal impact to Advent, its capital budget, repair or significant capital spending requirement or changes to the provisions of this policy requires Congregation Council approval.

V. ELIGIBILITY

Only not-for-profit community groups and groups specifically approved by Advent may use its facilities. At its sole discretion, Advent may refuse to allow use of its facilities to any group whose activity and purpose are not consistent with the church's philosophy and mission.

Political or citizen groups usage requests for political or personal causes are not permitted on Advent premises.

VI. PRECEDENCE

Generally speaking, no "outside" events can be scheduled during times when major established Advent events are taking place. Advent Lutheran activities take precedence over other facility uses. All attempts will be made to work out a mutually acceptable agreement.

VII. PREEMPTION

All facility usage is subject to be overridden in the case of a community emergency. The American Red Cross has an agreement with Advent Lutheran Church to use portions of the facility in the event of such an emergency. All areas needed by the American Red Cross will have priority over all church and contracted facility usage. The church will attempt to make other room/time arrangements with the facility user but is not obligated to do so. In case of emergency the using group may not get advanced notification of pre-emption.

VIII. USE OF EQUIPMENT

Use of specific equipment must be agreed to in advance by the Church Executive Committee or Church administrative staff. The user(s) of such equipment is(are) solely responsible for the equipment; should damage, theft or breakage occur, the user(s) will be responsible for any required repairs or replacement. Should replacement be required, that equipment must be equal to or better than the equipment replaced.

Temporary use of the piano, organ, sound and lights, or other high value equipment in the sanctuary is not permitted unless an advanced agreement is made with the Church Congregation Council or Executive Committee.

IX. USE OF SANCTUARY

Because the Church Sanctuary should receive special care and respect, the use of this area for purposes other than worship is generally not allowed. Movement of the altar and/or other items near it must be pre-approved by the Church Executive Committee or Church administrative staff.

Food and drink are prohibited in the Sanctuary at all times.

X. PARKING

Parking is available for functions in the front of the facility as well as the rear of the facility. Four disabled persons parking locations are available in the front and two more such locations are available in the rear of the building. Parking lot lighting is provided every night until 11 PM.

Advent shall not be responsible for losses incurred to vehicles. All vehicles should be locked with valuable contents either removed or stowed out of sight.

XI. HOUSEKEEPING AND MAINTENANCE

Each group which uses the facility must make certain that all area(s) used are cleaned appropriately and adequately and that all trash is put in the trash bins outside. No garbage should be left inside the Church facilities after an event. Any dishes, pots, pans and/or silverware used must not only be cleaned, but also dried and put away. Additionally, counter-tops must be wiped clean.

Each group is responsible for taking home any left-over items. Nothing is to be stored in the refrigerator unless arrangements have been made for someone to pick up the items the next day. Items in the refrigerator are checked every week, and anything that is not marked for pick-up or marked for an upcoming event may be put in the trash.

If you have brought something in for the next day use for an event, please mark the item with event name. Labels and pen are on the refrigerator door for your use.

After each event, chairs and tables must be put away. Five (5) tables and thirty five (35) stacking chairs shall be left in the Berkland Fellowship Hall for Sunday morning coffee.

The excess stacking chairs are stored in the rear section of the Berkland Fellowship Hall. The folding chairs and tables shall be returned to where they were taken. Each classroom has a table & chair set-up chart.

It is the responsibility of the event holder, organizer or committee chair who is responsible to ensure that the facilities are completely cleaned after the event. Advent prides itself in keeping its facilities very clean.

XII. KEY CONTROL

A key inventory is conducted on a bi-annual basis. All keys to the Church facilities are logged and updated bi-annually. Keys are distributed to persons or groups only on an absolute "as needed" basis. Keys must be marked as "DO NOT DUPLICATE". Keys should be returned to the Church office whenever the need to have a key ceases.

XIII. SUPERVISION OF CHILDREN

Users of the Church facilities must ensure that children (under the age of 12) are properly supervised by an adult, 18 years or older. Users of the facilities without proper supervision of children will be prohibited in utilizing Church facilities for future events. Proper supervision means that no children are left unattended anywhere on the grounds of the facilities.

XIV. TELEPHONE USE

There are no accessible telephones in the sanctuary or other church offices or rooms. All telephones are behind locked office doors and cannot be accessed unless you have a key to the offices. Each User group is responsible to provide its own cellular phones for emergency and personal needs.

XV. SIGNAGE

Should a user of the facility wish to place signage on or around the Church facilities, such signage must not be permanent in nature and must not be affixed on any Church property through the use of a staple gun or other semi-permanent means. Signage should only be placed during the users event and be stored out of sight at all other times. Signage must be appropriate for a Church setting and generally be temporary in nature. All signage must have the approval of the Church Executive Committee or Church administrative staff.

XVI. SMOKING REGULATION

All church buildings are non-smoking areas. Smoking is only allowed in the following designated smoking areas:

1. At the end of the north classrooms #9, 10 & 12/13 (trash and cigarette container provided);
2. Near the trash bins in the southwest corner of the building;
3. In front of the south entrance to the Church (trash and cigarette container provided).

Cigarette butts must ONLY be disposed of in cigarette containers.

XVII. ANIMALS AND PETS

No animals or pets are allowed on any Church property except for Seeing Eye dogs or other animals which assist disabled persons. An exception to this rule is a “church cat” that lives on the church property. The cat is fed and cared for by church staff. For others within the church congregation and non members using the facility, please remember that this is an outdoor cat. Please do not allow the cat to enter any of the church buildings or rooms. Another exception is during the blessing of pets and animals service.

XVIII. USE OF ALCOHOL AND CONTROLLED SUBSTANCES

Use of controlled substances or the abuse of prescription medication on Church premises is strictly prohibited.

Use of alcohol on Church premises is prohibited, except for communion wine and certain Advent sanctioned events (i.e. Seder Dinner). Any exception to the alcohol use portion of this policy requires Congregation Council approval.

XIX. FIRE DETECTION, ESCAPE AND EMERGENCY PROCEDURES

Proper fire detection and protection equipment have been built into Advent facilities.

Note that fire escape and emergency exits are marked. Should emergency evacuation procedures be necessary, refer to maps located throughout the facility.

The church has an alarm system. If for some reason the alarm is accidentally tripped, please follow the instructions on the wall near the alarm panel. The alarm panel/box is located on the wall near the pastor's and church secretary's office.

All users must provide their own cell phones for emergency use whenever they are using the premises. Church phones are not available in most areas and are subject to being behind locked doors.

XX. REGULAR MEETINGS

In order to facilitate positive and on-going communication between Advent and users of Church facilities, regular or periodic meetings may be held. The attendees to such meetings will generally include Church administrative staff, Operations Committee Chairman (and committee members as necessary), the group or user liaison and member of the Executive Committee if necessary. Church staff members may participate on an “as available” basis.

XXI. INSURANCE REQUIREMENTS

Groups or users of Church facilities must possess adequate insurance if the facility is going to be used on a regular on-going basis. A copy of the current certificate of insurance must be provided to the Church office (with at least \$1.0 million general aggregate liability per incident). Please contact your insurance agent and ask about this. The type of policy is called an H06 policy. Verify this with your insurance agent.

XXII. TERMINATION

Advent reserves the right to terminate access to and use of Church facilities for cause at any time and without notice.

XXIII. INTERNET, EMAIL AND ALL ELECTRONIC COMMUNICATION

All users of Advent's facilities shall adhere to Advent's Electronic Communication Policy (attached).

XXIV. WEDDINGS

Wedding Policies and Information, Wedding Fee Schedule, and Wedding Application are found in Wedding Information – Appendix C.

XXV. FACILITY USE RATES

Facility Use Rates are found in the Facility Use Rate Schedule – Appendix B.

XXVI. FACILITY USE AGREEMENT CONTRACT

To request or schedule Facility Use, complete and sign the Facility Use and Fee Agreement – Appendix A.

XXVII. ACKNOWLEDGEMENT

When you sign the **FACILITY USE AND FEE AGREEMENT “ACKNOWLEDGEMENT”** you are acknowledging that you have read the above Advent Lutheran Church Facilities Policy and Advent's Electronic Communication Policy and understand their contents. You will abide by the terms of these policies in connection with your group's use of the facility.

XXVIII. ATTACHMENTS

Electronic Communication Policy

Appendix A - Facility Use Contract Agreement

Appendix B - Facility Use Rate Schedule

Appendix C - Wedding Information