

# Building Use Policy



## **OUR SAVIOR'S** **Lutheran Church**

NEW ULM, MN

Our Savior's Lutheran Church  
1400 South State Street  
New Ulm, MN 56073  
507-233-4430  
[www.oursaviorsnewulm.org](http://www.oursaviorsnewulm.org)

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## **I. General Policy**

Our Savior's Lutheran Church welcomes the use of its facilities by Our Savior's Lutheran Church members and other groups who support the mission and vision of the congregation. The use of our building becomes an extension of our mission to make disciples for Jesus Christ through worship, education, service, and fellowship. We actively seek ways to utilize and share our facility in fulfillment of our mission.

Our Savior's Mission Statement

**Our Savior's Lutheran Church is a welcoming community,  
experiencing God, reaching out and raising up followers of Jesus Christ.**

The building, the equipment, furnishings, and supplies are the property of the congregation and, therefore, shall not be used by any group or individual without prior approval. Arrangements to use the building shall be made with the Our Savior's Lutheran Church Business Administrator at 507-233-4430. The Church Business Administrator will handle building use expectations, security deposits, the facilities agreement, and related information.

The Our Savior's Lutheran Church Council delegates to the Church Business Administrator the determination of the usage in accordance with this policy. The Church Business Administrator reports to and is accountable directly to the Our Savior's Lutheran Church Council.

The Church Business Administrator will provide a contract for each member; non-member; outside person, group or organization to enter into in conformance with this policy. The contract will set forth the name(s), addresses, contact person(s), contact phone numbers of each contracting person, group or organization; the nature and purpose for such requested uses; the requested date(s) and hours of use; the fees charged by Our Savior's Lutheran Church to the group(s); and any and all other relevant matters and/or information regarding the requested use of Our Savior's Lutheran Church facilities and grounds.

Where rental fees are applicable, the total of all fees are payable to Our Savior's Lutheran Church upon the booking of the date(s) for the rental party.

In all cases functions directly related to the work of the congregation shall have priority for building use.

I. GENERAL POLICIES:

- a) **USAGE:** All usage shall require a completed “Application for Facility Use” for review. The “Application for Facility Use” which accompanies this document must be completed, signed, and submitted to the Church Business Administrator for any facilities or grounds use. This form must be completed by any member as well as non-member; person, group, or organization requesting use of any of the Our Savior’s Lutheran Church facilities, including outside grounds. This form shall include all information about the nature of the requesting group and event, the name(s), addresses, and contact information of responsible parties; the dates, times, rooms or grounds requested; and other materials or services requests by the rental group and as may be applicable for the requested function. No reservations will be considered and no dates confirmed or entered on the Our Savior’s Lutheran Church master calendar until the contract is signed and accepted.
1. Priority for approval shall be: 1) Scheduled congregational events, 2) Congregational sponsored activities (i.e. Scouts, support groups), 3) Non-profit organizations, and 4) General usage.
  2. All ongoing or regularly scheduled uses of the church facilities and grounds require that applications be submitted and reviewed annually.
  3. **COMMERCIAL USE DISQUALIFICATION:** Entrepreneurs and private commercial concerns shall not qualify for church use.
  4. **NON PROFIT USE:** Our Savior’s Lutheran Church may be used by non-profit charitable organizations whenever such use does not conflict with activities scheduled by church organizations or leases. One member of the organization should be a member of Our Savior’s, and she/he is responsible for any damage to the building or its contents.
- b) **USERS’ RESPONSIBILTIES:** It is every user’s responsibility to leave the area of the building used by them or their group as clean and as neat as they found it. Chairs, tables, and equipment must be returned to original places.
- c) **DECORATIONS AND CLEAN-UP:** Decorations: No tacks, nails, tape, or other material that will deface church property shall be used. Only drip-less candles may be used. Lighted wax candles are **PROHIBITED**, unless enclosed in a container. Candles must not damage, burn, or leave marks on any part or parts of the facility. All decorations shall be *removed immediately following* any event and trash placed in proper containers so that the facilities are ready for the next scheduled activity.
- d) **HOURS:** All groups must vacate the building *not later than 10 p.m.*, or by the end of their specific time period, unless prior approval has been applied for and granted by the Church Business Administrator or Facilities and GroundsTeam.
- e) **SAFETY:** The safety and health of the participants is the responsibility of the event sponsor.
- f) **KEY POLICY:** All keys of Our Savior’s Lutheran Church will be monitored by the Church Business Administrator. Members needing keys will be required to

check them out and return them during office hours. Non-member users will be required to make a \$25.00 key deposit. Key deposit checks will be returned uncashed when the key is returned.

- g) **CHURCH FURNISHINGS:** It is the general policy that no church furnishings will leave the church premises.
  - h) **KITCHEN AND KITCHENETTE:** Both the kitchen and kitchenette are available for use by members and renters. *However, if either the large coffee maker or dishwasher are to be used, the user must be interviewed by the Business Administrator and trained prior to use.*
  - i) **MUSICAL INSTRUMENTS, AUDIO VISUAL AND SOUND EQUIPMENT:** The use of church musical equipment, sound and/or specialized lighting systems is not permitted unless operated by designated Our Savior's Lutheran Church personnel and approved of in advance by Director of Music Ministries. A separate fee may apply.
  - j) **MOVEABLE WALLS:** Our Savior's has a number of moveable walls located in the Fellowship Hall and classrooms. These walls are to be moved by authorized personnel only! If you need a wall moved, arrangements must be made with the church custodian
- II. **ENERGY CONSERVATION:** All groups are asked to be sensitive to energy conservation. Use only necessary lights, and be sure to turn off lights when leaving the building.
- III. **BUILDING SECURITY:** For your personal security, do not unlock doors that are not necessary for your meeting. In advertising your meeting, give guidance to which door will be open. Be sure to lock all doors you opened before leaving the building. Report lost keys, do not duplicate keys, and return checked-out keys immediately after use.
- IV. **ALCOHOL & SMOKING:** Our Savior's Lutheran Church is a smoke-free environment; **smoking is prohibited in the building and on the property.** Alcohol consumption is also prohibited in the building and on the church property.
- V. **FOOD AND BEVERAGES:** No food or beverages are allowed outside of the Fellowship Hall. **NO FOOD OR BEVERAGES** are allowed inside of the Sanctuary.
- VI. **PETS:** There shall be no pets allowed in the facility except for working dogs. It is requested that prior notification be given for this purpose.
- VII. **FEES AND DEPOSITS:** All usage fees and deposits must be paid in advance, unless other arrangements have been made.
- A. **DAMAGE DEPOSIT:** To encourage good stewardship and safekeeping of all church property, a damage deposit is required by all who use the facility. The damage deposit will be a minimum of \$50.00, which will be returned to the user at the end of the usage period if the property has been left in satisfactory condition. This deposit does not apply to congregational sponsored groups.

*There will be a fee of \$ 100.00 applied and charged to the person, persons, group or organization renting the facilities per damage incident, plus the contracted rental person(s), group(s) or organization(s) will be solely responsible and liable for any and all actual costs of repairs and/or replacements of any and all damaged facilities and grounds.*

- B. MEMBERS** - Whenever a member of the congregation wishes to use any of the facilities of Our Savior's for an event such as a shower, open house, anniversary, wedding reception, etc., for himself/herself or a member of his immediate family, reservations should be made with the church office as far in advance as possible.
1. There is no charge to Our Savior's members for usage of the facilities for the above mentioned usage. However, a damage deposit of \$100.00 will be required for events using the kitchen and social hall. A damage deposit of \$50.00 will be required for events using the lower level kitchen and multi-purpose room.
    - a) *Fees and deposits for weddings are outlined in the Our Savior's Wedding Handbook.*
  2. **NON-MEMBERS** - Whenever a non-member of the congregation wishes to use any facilities of Our Savior's for an event such as a shower, open house, anniversary, wedding reception, etc., reservations should be made with the church office as far in advance as possible. A damage deposit of \$100.00 will be required for events using the kitchen and social hall. In addition, a rental fee of \$75.00 for use of the church facilities and \$50.00 custodial fee are required. All fees must be received prior to the use of the facility. This applies to all uses except noted below:
    - a) Use of sanctuary for student recitals shall be \$25.00 per hour.
    - b) Use of sanctuary for professional music performances shall be \$100.00 per event. Professional is defined as "performers" charging an admission to the event.
    - c) Use of individual Sunday School classrooms (excluding the Lower-Level Multi-Purpose Room) shall be \$10.00 per hour.
  3. **NON-PROFIT ORGANIZATIONS** - Whenever a non-profit or community organization wishes to use any facilities of Our Savior's for an event such as a fund raiser, dinner or banquet, reservations should be made with the church office as far in advance as possible. The above mentioned fees do not apply to congregation sponsored organizations or leases.
    - a) For non-profit organizations using the Upper Level Kitchen and Social Hall, a fee of \$75 will be assessed for use of the church facilities and \$50 for the custodian's services.
    - b) Short term (4 hours or less per event) use of the facilities (other than the Upper Level Kitchen and Social Hall) of Our Savior's Lutheran Church no fee will apply.

- c) Long-term use (more than 4 hours per event) of the facilities (other than the Upper Level Kitchen and Social Hall) of Our Savior's Lutheran Church shall require a \$25 custodial fee.
4. The lower level of Our Savior's Lutheran Church may be used for elections or pre-school screenings at the discretion of the Facilities and Grounds Team and/or a Pastor.

All people and groups using the Our Savior's Lutheran Church facilities must complete, date, and sign a check-off cleaning sheet after each event. This form explains what is expected of all parties who use our facilities. The form is included at the end of the "Application for Use of the Facility."

Should an inspection after any event reveal insufficient cleaning of the facilities, including grounds, (to be determined solely by designated Our Savior's Lutheran Church personnel), any person, group or organization renting the facilities, and/or grounds, will be subject to a charge of \$50.00 per hour to be applied for cleaning. This fee will, in part, be paid by the damage deposit collected at the time the rental agreement was approved.

**EXCEPTIONS AND EXCLUSIONS:** All exceptions and exclusions to these policies shall be determined by the Senior Pastor in consultation with the Program Staff and/or the Chair of the Facilities and Grounds Team.

**RIGHT TO CANCELLATION:** Our Savior's Lutheran Church reserves the right to cancel all usage agreements at any time without prior notice.

**RIGHT TO REFUSAL:** The Senior Pastor in consultation with Program Staff and/or the Chair of the Facilities and Grounds Team has the authority to refuse building usage requests.

**RIGHT TO MONITOR ACTIVITY:** The Senior Pastor in consultation with Program Staff and/or the Chair of the Facilities and Grounds Team has right to monitor all activities within the building, and take any action necessary in accordance with the above mentioned policies.

**BUILDING USE QUESTIONS AND CONCERNS:** Questions and concerns of this policy may be directed to the Church Business Administrator or Chair Person of the Facilities and Grounds Team.

**Facility Use Fees**

*Please note: Separate policies and fees apply for weddings.*

	<b><u>Members</u></b>	<b><u>Non-Members</u></b>	<b><u>Non-Profits</u></b>
<b>Lower-Level Rooms:</b>			
Multi-Purpose Room	\$50 damage deposit	\$75 rental fee \$50 custodial fee \$50 damage deposit	< 4 hrs. – No Chg. > 4 hrs. - \$25 custodial fee \$50 damage deposit
Kitchen	\$50 damage deposit	\$75 rental fee \$50 custodial fee \$50 damage deposit	< 4 hrs. – No Chg. > 4 hrs. - \$25 custodial fee \$50 damage deposit
Youth Room	No Charge \$50 damage deposit	\$50 rental fee and \$50 custodial fee \$50 damage deposit	< 4 hrs. – No Chg. > 4 hrs. - \$25 custodial fee \$50 damage deposit
<b>Upper-Level Rooms:</b>			
Fellowship Hall	\$50 custodial fee \$100 damage deposit	\$100 rental fee \$50 custodial fee \$100 damage deposit	\$75 rental fee \$50 custodial fee \$50 damage deposit
Kitchen	\$50 custodial fee \$100 damage deposit	\$75 rental fee \$50 custodial fee \$100 damage deposit	\$75 rental fee \$50 custodial fee \$50 damage deposit
Upper Room	No Charge \$50 damage deposit	\$75 rental fee \$50 custodial fee \$50 damage deposit	< 4 hrs. – No Chg. > 4 hrs. - \$25 custodial fee \$50 damage deposit
Library	No Charge \$50 damage deposit	\$50 rental fee \$50 custodial fee \$50 damage deposit	< 4 hrs. – No Chg. > 4 hrs. - \$25 custodial fee \$50 damage deposit
Bride’s Room	No Charge \$50 damage deposit	\$50 rental fee \$50 custodial fee \$50 damage deposit	< 4 hrs. – No Chg. > 4 hrs. - \$25 custodial fee \$50 damage deposit
Sanctuary	Individual consideration	Individual consideration	Individual consideration