



The Lutheran Church of the Good Shepherd

Facility Use Policy

I. Intent

The Lutheran Church of the Good Shepherd (LCGS) encourages the use of our facilities in a manner that is consistent with our vision to glorify God and Christ Jesus by teaching and living His Word within our church and throughout our community. While maintaining a responsible stewardship of these facilities, we allow the use of our facility by our members and other non-profit organizations. No organization, group or individual may use the facility for fund raising or money-making activities which are not for charitable or nonprofit purposes.

The determination of the usage in accordance with this policy is delegated to the LCGS Council, Pastor, or the Office Manager.

II. Guidelines

A: Reservations & Permission

1. A **Facility Use Application Form** (attached) should be submitted to the church office to request space. It will include information about the nature of the group and event, the name and contact information of responsible party, the dates, times, and space requested for the function.
2. Groups and organizations of the church can use the church facilities at no charge, subject to available space, as determined by the master calendar in the office.
3. Individual members, who are on the "active list" as defined in LCGS's by-laws, may request the use of the church building for personal use, subject to guidelines below.
4. Non-profit service organizations in the community may apply to the church office for the use of our facilities for a suggested donation, subject to availability. The usage may not conflict with purpose or policies of the congregation.
5. Other organizations or groups (besides non-profit service organizations) may apply to the church office for the use of our facilities, subject to availability. Normally, such requests will only be granted when the group includes an active member of LCGS, and the usage will not conflict with the purpose or policies of the congregation.
6. Ideally, the requesting organization shall notify the church office of the desire to utilize the church facility at least two weeks, but no more than twelve months prior to use by completing the **Facility Use Application Form**.
7. For Groups 1, 2, and 4 (see below), the Office Manager may approve the request.
8. For Group 3, the completed request form will be submitted by the Office Manager to the LCGS Council for approval.

B. Priority Assignment will be in the following order:

Group 1 – Groups and activities that are a part of the recognized ministries and fellowship programs of LCGS

Group 2 – LCGS sponsored groups

Group 3 – Community non-profit organizations

Group 4 - Activities arranged by and for members of LCGS, not related to a specific church function or ministry. These activities are meant to celebrate a special occasion in the life of LCGS members or a special function of a non-profit organization with whom the member is associated.

Note – LCGS reserves the right to cancel a space reservation in the event of a funeral or other unexpected emergency or important function without notice. Every attempt will be made to provide notice of cancellation or to relocate the activity to another location within the facility.

III. Suggested Donations & Space Available

As good stewards of our facility, outside groups may be requested to make a monetary donation to help offset the cost of building wear and tear, cleaning, and utilities. Wedding fees may be different and are outlined in the Wedding Guidelines.

1. Group 1
 - a. All rooms are available for use as the master calendar permits. No donations apply to Group 1
2. Group 2
 - a. All rooms are available for use as the master calendar permits. No donations apply to Group 2. *Please note: Sanctuary, Narthex and Music Room are only available with expressed permission.*
3. Group 3
 - a. Space Available for use and suggested donations:
 - i. Classroom/gym- \$25
 - ii. Celebration Hall - \$250 (total occupancy is 320 with chairs and 200 with tables)
 - iii. Celebration Hall & Kitchen - \$300
 - b. Donation waiver may be granted on a case by case basis.
4. Group 4
 - a. All rooms are available for use as the master calendar permits. Donations are not requested for the first use by the member's household in each calendar year, with the exception of weddings. *Please note: Sanctuary, Narthex and Music Room are only available with expressed permission.*
 - i. Celebration Hall, Kitchen, Gym or classroom - \$50
 - ii. Sanctuary for Recitals - \$50
 - iii. Fees for weddings are set in the Wedding Guidelines
5. Groups are responsible for damage done to any church equipment or furnishings.
6. LCGS Members may request permission to use the audio visual equipment in the Celebration Hall with the understanding and agreement that any cost to replace or repair breakage will be covered by the member.

V. General Rules

1. **Group 1** may make a room reservation by simply calling or emailing the Office Manager to confirm space availability. Events will be added to the "Calendar of Events" in the Sunday bulletin unless requested otherwise. Events that require additional publicity should be coordinated with the Communications Ministry Team (communications@lcgselca.org)
2. **Facility Use Application** - forms are available from the church office Monday through Friday 9:00 AM to 3:00 PM, or may be requested to be emailed to you, or downloaded from the LCGS website (lcgselca.org). The Office Manager will review each application and seek approval from the LCGS Council where necessary. You will be notified with an approval or denial.
3. **Building Entry** – the doors will be set to automatically **unlock 30 minutes prior** to your scheduled event time and **lock 30 minutes after the event begins**. If this is not acceptable, contact the Office Manager to make other arrangements. To keep the building secure as well as help with energy costs, **please do not prop doors open**.
4. **Furnishings** – Chairs and tables are available for your use and may be configured as needed. Sixteen - 72" round tables are stored in Closet A in the Celebration Hall and may be used if needed. The Celebration Hall should be reset according to the diagram posted on the bulletin board outside of the Hall. If a different set-up configuration is needed, you will be notified.
5. **Musical Instruments, Audio Visual and Sound Equipment** - Use of church musical equipment or sound systems is **not permitted** unless express permission has been granted by the Office Manager, Church Council or Music Director. *Reservations for a Recital include the use of the organ or piano in the Sanctuary.*
6. **Clean-Up/Building Security** - Groups are expected to leave the space in the same or better condition than they found it. Please be respectful of school property and supplies. Trash should be removed to the dumpster located outside of the kitchen door. Turn off all lights and close and lock doors and windows.
7. **Decorations** - no tacks, nails, tape, staples or other material that will deface church property shall be used. Painter's tape, poster putty, or 3M removable products work well. All decorations should be removed once the event is over.
8. **Alcohol and Smoking** – Alcohol **may not** be brought in to or consumed in the facility or in the parking lots. See Wedding Guidelines for exceptions. Smoking is not allowed inside the facility. Please use receptacles provided outside for disposal of cigarettes or cigars.
9. **Food and Beverages** – Please no food or beverages in the Sanctuary. If Kitchen is being used for more than coffee or re-heating, a member of your group must be trained on the use of the kitchen equipment by a member of our Hospitality Ministry. Please contact the Office Manager to make arrangements. No food or beverages should be left in the kitchen following the event. Items in the kitchen's pantry, including paper goods, may not be used without prior permission. Groups using the kitchen must adhere to the Health Department Guidelines as applicable. (harfordcountyhealth.com)
10. **Child Supervision** – It is the event sponsor's responsibility to supervise children during your event and while in the building and grounds. Please be respectful of other groups/meetings that are going on simultaneously. Use of the playground is at your own risk and is meant for children between the ages of 2 -12 with adult supervision. The cribbery is only available when staffed by LCGS employees.
11. **Safety** - Safety and health of participants are the responsibility of the event sponsor.
12. **Publicity** - Sponsorship of an event must be clearly specified in all publicity. Outside groups may not appear to have LCGS as a sponsoring organization.
13. **Right of Refusal** – The Lutheran Church of the Good Shepherd reserves the right to restrict the privileges of anyone who violates these policies.