

## Calvary Lutheran Church Facilities Use Policy Procedure

When an individual or group wishes to use the facilities at Calvary Lutheran Church, he/she is directed to contact the church office during office hours either by telephone or in person. When a request is for use of the church facilities, the request should be directed to the church office and these steps are followed:

1. The church secretary checks the date of the event on the church calendar and advises the person that the date is open or not. If not, another date may be selected.
  - a. The Request form for the event must be submitted at least one month prior to the date of request. Weddings must be scheduled at least six months in advance.
2. When an open date is found, the secretary explains to the individual that she will send him/her a copy of the Facilities Use Policy, a Facilities Use Request Form, a Facilities Clean-up Checklist, and, if for a wedding, the Appendix for Weddings. The secretary will also advise the individual that he/she may complete and print the form from [www.clcmorganton.org](http://www.clcmorganton.org). If the request is made by a Calvary Lutheran Church member, the form cover letter to members is included in the packet. All forms – except the Appendix for Weddings - must be completed, returned to the church office, and approved by the vice president of the congregation council before the date is entered onto the church calendar. The secretary will caution the individual that all requested information must be included before the request can be approved.
3. Upon sending the Facilities Use Request form to the individual, the church secretary enters the following information on a computerized list:
  - a. Name of group and name of the individual making the request,
  - b. Individual's address and telephone number, and
  - c. Date packet was mailed to individual.
4. When the completed FU Request Form is returned to the church office, the secretary checks the church calendar to ensure the date is still available, notes that information on the completed form, and enters the date the form was returned on the computerized list. She then notifies the vice president of the congregation council by telephone and/or email that the completed FU Request Form has been placed in his/her mailbox across from the church office.
5. The VP ensures that all requested information has been provided on the FU Request Form, that the church secretary has ensured the date is available, and either approves or disapproves the request. If the request is not approved, a reason must be noted in the appropriate box in the policy (page 3), and the FU Request Form with a letter of explanation sent to the requesting individual/group. If need be, the VP can call a meeting of the ad hoc facilities use committee<sup>1</sup> or with the congregation council.

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<sup>1</sup> This committee is chaired by vice president of the congregation council and is composed of a representative from Support Board, Worship & Music Board, and Parish Life Board. The group meets on an "as needed" basis and its sole purpose is to ensure that the Facilities Use Policy is

6. If the FU Request Form has not been completed with all the required information, the VP may return the policy with the areas of missing information highlighted with a letter of explanation on what is needed for the request to be considered. Or the VP may telephone the individual for the required information.
7. If the form is complete and is approved, the VP signs the policy where indicated, returns the policy to the church secretary. The church secretary enters the event date on the church calendar, makes a copy of the documents and sends them to the requesting individual.
8. The church secretary files the original completed Facilities Use packet in the Facilities Use Policy folder.
9. The VP of CC notifies the sexton and the custodians that the event is scheduled on the form designed for this purpose, noting the time that the building is to be opened.
10. Groups who use the building on a regular basis – weekly, monthly, quarterly, etc. – must complete an initial Facilities Use Request Form and renew the form annually during the month of January each year to ensure that contact information and group needs are up to date.
11. The sexton opens the building at the prescribed time and answers any questions regarding the facilities that the users may have. He explains how to lock the doors when the event is over, cautioning the group to have everything out before closing the locked door.
12. The sexton will return when the event is over and reviews the condition of the facilities with the Facilities Clean-up Checklist.
13. When he has completed his review of the facilities, the sexton checks “OK” or “Not OK” on the Facilities Use Policy in the box on page 3. If the condition of the church is “Not OK,” the sexton enters the reasons why it is not. He then places the document in the vice president of congregation council’s box across from the church office.
14. The VP of CC reviews the form, and, if the sexton has checked “OK,” advises the church treasurer to send a check in the amount of the security deposit to the authorized representative of the group, providing the church treasurer with the name, address, and telephone number of the authorized representative.
15. If the sexton has indicated that the condition of the church is “Not OK,” the VP of CC notifies the authorized representative of the group that their security deposit will not be returned and the reasons the sexton has listed.
16. When all is completed, the Facilities Use Policy is returned to the church office for filing.

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functioning effectively and to assist in any decision-making the vice president of council deems necessary.