

POLICIES FOR USE OF FACILITIES AND EQUIPMENT PILGRIM LUTHERAN CHURCH

- 1.) Before any facilities or equipment may be used, a thorough understanding of responsibilities of all parties involved shall be determined and acknowledged by signature on the application.
- 2.) The user will agree to assume full responsibility for the use and final condition of facilities and equipment used. There shall be no alcohol or tobacco use in the building, excepting the celebration of Communion. No tape or hot glue may be placed on the walls. All used areas of the building shall be cleaned by the user and returned to the same or better condition than found. The users are responsible for their own set up and take down of tables. All furniture and equipment shall be returned to its original location or set up as indicated by the Director of Operations. All filled trash bags should be carried to the trash container in the parking lot by the Building User.
- 3.) All damages, injuries, and unusual incidents occurring during the use will be reported in writing by the user to the church office within 24 hours. Users agree to release all responsible authorities of these facilities from any and all liability arising out of use of facilities or equipment. Users of the building should restrict members of their group to the areas of the building noted on the application. Persons under 21 years of age should not be in the building unless a responsible adult is physically present.
- 4.) Church facilities shall be made available to church members insofar as the church calendar of activities will allow, with church activities having priority over other uses. When a building use application is approved, the office shall confirm the event by placing it on the church calendar on a first-come first-served basis.
- 5.) Tables and chairs may not be borrowed for personal use outside of the church unless approval is given by the Director of Operations. If approved, the items must be signed out/in through the church office. Members are responsible for any damaged or missing items.
- 6.) Members of the congregation may use the church building for non-church sponsored activities. Members must request use of space by completing the application for use of facilities and have it approved by the Director of Church Operations prior to the event. The damage deposit will be held in the office. Any damage noted will be given in writing to the user and they shall be responsible for all damages. When all equipment and facilities have been returned to their original condition, the damage deposit will be returned. A usage fee shall be charged to help cover insurance and utilities. If the fee presents a hardship for a user, consideration may be given to a reduced fee arrangement. The facilities shall not be used for personal gain or any for-profit commercial purpose or for any purpose contrary to the Confession of Faith of the church or other policies.

7.) Outside individuals and non-profit groups wishing to use the church on a one-time or regular basis shall make application to the Director of Church Operations. The DCO will consider how the aims and goals of the using group support the Values, Mission, and Vision of this congregation. Using groups will furnish a certificate of insurance naming and protecting the interests of the church. The damage deposit and fee arrangements for building use shall be the same as for members. Groups that use facilities on a regular basis may request a reduced fee from the Support Leadership Team.

8.) Users of the building will make arrangements to have the building unlocked prior to use. The responsible person will take care of lights, heating and cooling, and other needs. Building users shall be sure all lights, thermostats and doors are secure before leaving the building.

9.) Applications shall be received by the Church Office and will be approved as soon as it can be reviewed by the Director of Church Operations. Applications may also be reviewed by the Support Team Leader and Congregation Council as needed. The decisions of the Congregation Council regarding all building and equipment use shall be final.

Fee Schedule

Use of Fellowship hall - \$50 (3 hours)

Use of Classrooms – \$25 (3 hours)

Use of Kitchen -\$50 (3 hours)

Use of Sanctuary- \$600 (non-member wedding)

**Use of Chapel- \$150 – one day
\$200 – two days**

Deposit - \$250 per building reserved

Approved by Church Council 8/11/2007

**BUILDING USE FORM
PILGRIM LUTHERAN CHURCH**

1430 North Lake Drive, Lexington SC 29072
Phone 803-359-9421 Fax 803-359-3211

MEETING DATE: _____

TIME: _____ TO: _____

please print

GROUP: _____

FUNCTION: _____

RESPONSIBLE PERSON: _____

PHONE: _____

PREFERRED ROOM/S FOR YOUR ACTIVITY:

When appropriate charges have been paid at the church office, the facility will be reserved for your use.

I agree to use the facilities and equipment outlined above in a manner consistent with the facility use policy. Everything used will be in as good or better condition than it was in when I used it. ***Users agree to release all responsible authorities of these facilities from any and all liability arising out of use of facilities or equipment.***

SIGNATURE OF RESPONSIBLE PERSON:
