

Immanuel Lutheran Church  
726 Fuller Avenue  
Big Rapids, MI 49307  
231-796-8273

## **Facility Usage Policy**

### **INTRODUCTION**

Immanuel Lutheran Church makes its facility available to its members and to outside groups in the spirit of community outreach. Any use of the facilities must be in keeping with this policy and we ask that you treat the building with proper respect as visitors and guests in this House of the Lord.

### **PRIORITIES OF USE**

Church sponsored events take precedence over outside groups. Active Congregational Members' personal events (such as weddings, parties, anniversaries, etc.) have second priority. Community use will be third. All are asked to pay costs to help defray the custodial expenses, depreciation and utility fees.

Should a conflict arise after a schedule for an event has been set, the Facility Usage Team may reschedule a lower priority event only in the case of an emergency. Solutions acceptable to all parties will be sought in all cases.

### **APPLICATION AND SCHEDULING**

Before the facility may be used, a thorough understanding of responsibilities of all parties involved shall be determined and acknowledged by signatures on the *Facility Usage Request* form. Outside groups wishing to use the facility will furnish a certificate of insurance for liability and property damage naming and protecting the interests of the church.

All applications shall be received by the Church office and will be approved as soon as it can be reviewed by the Facility Usage Team. Applications may also be reviewed by the Church Council as needed. The decisions of the Church Council regarding all facility use shall be final.

All fees are to be paid to Immanuel Lutheran Church. The security deposit is due when the application is submitted. Once an event is approved, a copy of the *Facility Usage Request* form will be sent to the requestor. If an application is denied, the deposit will be returned within 2 weeks. The balance of the fees will be due two weeks prior to the event. In the event of a cancellation, please let the Church Office Manager know as soon as possible. To receive a refund, notice of your cancellation should be received 48 hours in advance.

A facility key will be issued to members of the church upon request.

Each year by October 1, each Church Committee and Team leaders will fill out a *Facility Usage Request* form, and return it to the Church Office Manager in order to reserve rooms for their meetings and events. Usage is reserved on a space available basis thereafter. All groups using the facilities on a regular basis must fill out an application and have it reviewed for approval annually for continuing use.

## **RULES**

### **FAILURE TO FOLLOW THE RULES WILL CAUSE YOU TO FORFEIT YOUR DEPOSIT OR LOSE RENTAL PRIVILEGES**

1. Permission to use the facilities does not constitute endorsement of a group's policies or beliefs by Immanuel Lutheran Church.
2. Immanuel Lutheran Church has a no smoking, no alcohol, no gambling, no weapons and no pets (other than working dogs) policy.
3. There must be a supervising adult 21 years or older from the user group present at all times.
4. Use of the kitchen facility requires a complete clean-up. All food items must be removed and the trash taken out to the trash area. No red punch may be served.
5. No furnishings may be moved from other parts of the facility. If you need additional items, put them on your application and it will be discussed with the Facility Usage Team.
6. Due to wear and tear from transportation and use, tables, chairs and other equipment may not be borrowed by members or friends for use outside of the facility.
7. No nails, tacks or tape are to be used on any wall or furnishing.
8. The group may activate needed heating at the thermostat for the area being used by pressing the *four-hour override* black button on the left side of the thermostat. The thermostat will activate the heating system and bring the area to the pre-programmed occupied temperature and will shut itself off in four hours.
9. The facility must be left in an orderly condition this includes cleaning up the restrooms and removing the trash. On Saturday evening, the janitor will not be returning before Sunday; therefore, you must have the facility ready for Sunday. Cleaning supplies, brooms, mops and the vacuum are kept in the janitor's closet next to the restrooms.
10. Upon leaving, all tables and chairs must be returned to their proper location, all lights must be turned off, and the doors secured.
11. All groups must vacate the building by 10:30 p.m. unless prior approval has been applied for and granted.
12. All incidents of damage must be reported to the Church Office Manager. The group using the facility is responsible and will be charged for damage to any property or furnishings. Payment is expected within 30 days.
13. If using the organ, piano, or keyboard, you must have prior approval.
14. In NO CASE shall the sound and lighting system be operated by anyone other than AUTHORIZED PERSONNEL.
15. Use of the facilities for a wedding is covered in the Wedding Policy.
16. No profit making businesses or enterprises are allowed.