

Zion Lutheran Church
Building Use Policy

Theology of Building Use:

The buildings, contents, and materials, which are the outward and physical part of the Body of Christ, known as Zion Lutheran Church, are the creation of and belong to the work and ministry of Jesus Christ.

Though created by the efforts and gifts of individuals within the life of our congregation, the buildings, contents and materials were given and erected to the glory of God and specifically for the work and ministry we have been called to do here at Zion.

This building is a part and function of the ministry of the Church, and therefore, should be governed by used for growth, outreach, and maintenance of that ministry. The building may also be used by other Christian organizations as well as organizations contributing to the good of the community. In addition, building use by full voting members for appropriate personal events is allowable.

Policy for Building and Content Use:

This Building Use Policy is set by the Church Council and may be amended by the Council.

The building shall be administered by appropriate staff or other person designated by the Council and/or the Pastor.

There will be no charge for use of the building or its contents, by Full Voting Members, unless staff time is required for set-up and/or clean up.

A donation to cover the cost of electricity, heat, and supplies is encouraged for outside agencies and special groups using the building.

Agencies, individuals, and special groups outside the congregation requesting to use the building should be affiliated with a member of the congregation who will act as a liaison for the group. If there is no affiliated member, office staff may choose to serve as liaison.

All space use will be prioritized based on date of application and availability. Only the Parish Office Administrator assigned office staff member will enter scheduled requests on the Church calendar.

Request for building use will be decided on a case-by-case basis and, if approved, may include building use fees as determined by this Building Use Policy. When building use fees are not required, donations to cover building use expenses are appropriate.

If you are using the Church buildings at no charge, you are expected to set up and clean up for yourself. The office staff will show the person in charge of the event where the dust mops, sweepers, or any needed cleaning equipment is located. If custodial time is needed to clean up after an event, there will be a charge.

Accessibility:

It is the policy of Zion Lutheran Church to provide access for all persons using our Church building under the terms of this Building Use Policy, regardless of color, gender, religion, ethnicity, social or economic class, nationality, or physical ability and/or limitation.

General access will be provided through the West Entrance.

The west entrances are protected with an electronic security system which requires an identification code for entering. Personnel entrusted with codes include, Office Staff, Officers of the Council, Church Custodial Services, Selected Committee Members, and additional paid staff at the discretion of the Pastor. The office staff will maintain, assign, and delete codes as necessary to provide continued access control to our Church building.

For all outside agencies, *special groups* and personal use events, it is the responsibility of the office staff to assign a Temporary Code for short term use to the person taking responsibility for the group using the building. It will be the responsibility of the person in charge of the group to make sure all doors are properly secured upon leaving the Church.

Building Use Expectations:

This is God's property and should be treated with great respect.

There will be NO alcoholic beverages on the church property.

There will be No smoking within the Church building, or on Church grounds.

There are some basic usage rules:

Rooms must be returned to their original arrangement.

Tables and chairs are to be put back in place if they are moved.

Table tops should be cleaned with wet cloth and dried.

Chairs that have been used should be checked for greasy fingerprints and food smears.

Clean with a damp cloth.

Windows should be closed and lights turned off when leaving.

No red beverages; cherry, grape, other dark flavors stain the carpet and can't be removed.

The use of candles is discouraged, as the dripping wax make spots on the carpet and are hard to remove.

If kitchen facilities are used, someone familiar with the kitchen must be present. Consult the church office.

Use only the assigned place and time. Please advise the church office if you cancel your meeting date.

No taping, stapling, thumb tacks, nails or any kind of adhesives on any papered, plaster boarded walls or on the ceiling tiles. No thumb tacks or nails are to be used on any wood work doors.

Do not remove tables from Sunday School rooms without permission.

Storage space is extremely limited. If requested, it may be approved and assigned by the Property Committee.

For weddings, no rice will be used. Birdseed is a satisfactory alternative.

Off Site Equipment Use:

Zion Lutheran Church does not make equipment available for off site use.

AGREEMENT FOR USE OF BUILDING FACILITIES *BY OUTSIDE ORGANIZATIONS*

Organization _____

Purpose _____

Leaders/Officers (Name/Addresses/Phone)

Liaison to the Congregation (Name/Addresses/Phone)

Meeting Place (room) _____

Meeting Day/Date/Times _____

Building Use Fee/Donation (*to cover expenses as incurred by the church for the use of the building:*
payable on or before usage)

\$ _____

I have received a copy of the Zion Lutheran Church Building Use Policy:

___ Yes ___ No

The undersigned, _____ agrees to use Zion Lutheran Church,
(print name)

*Cadillac, Michigan, for the date(____s) and time(s) specified above, and further agrees to take
responsibility for the use of the Church building under the terms of the Building Use Policy.*

Signed: _____ Date: _____

(Person responsible for using group)

Zion Lutheran Church
MEMBER PERSONAL USE REQUEST FORM

Name: _____

Address: _____

Phone (home) (work): _____

Purpose of Gathering: _____

Number of attendees: _____ (est.)

Area requested: _____

Date reserved: _____ Time: from _____ to _____

We plan to clean up after ourselves: please circle yes no

I have received a copy of the Zion Lutheran Church Building Use Policy:

___ Yes ___ No

The undersigned, _____ agrees to use Zion Lutheran Church,
(print name)

Cadillac, Michigan, for the date(s) and time(s) specified above, and further agrees to take responsibility for the use of the Church building under the terms of the Building Use Policy.

Signed: _____ Date: _____

(Responsible Party)

APPROVED by Church Council on December 14, 2004

