

Richland Lutheran Church

FACILITIES USE POLICY

The following policy establishes the guidelines regarding the use of church facilities and property both at the church and on loan for use away from church.

- I. RLC Property and facilities have been provided by the congregation to enable it to carry out the ministry and mission of the church. As such, the property and facilities are to be used for this intended purpose.

- II. RLC Property and facilities may and will be used by ministry teams, committees, small groups, etc. of the church as required to carry out their respective ministry and mission responsibilities. Reservations of rooms and/or equipment will be made in advance of the through the church office. A master calendar will be kept and managed through the church office. The meeting host is responsible for following the most current Meeting Host Checklist.

- III. Certain restrictions on other usages are necessary in order to protect the interests of the congregation. These are:
 - a. Members of the church desiring to use the premises for personal purposes must submit a Facilities Use Application and Agreement to the church office, and adhere to the most current Meeting Host Checklist. The Lead Pastor, Congregation Council, or the Facilities Ministry Team may grant permission provided the usage intended does not violate Biblical teaching, Lutheran Confessions, or legal, moral, ethical practices and the facilities are not needed by any church ministries. If approved, property and facilities will be returned by the user to the same condition in which they were found prior to use.
 - b. The use of church property or facilities by nonmember individuals or groups will be approved only if a member (or church organization) is willing to accept responsibility to assure the above provisions are met.
 - c. The use of church property or facilities by individuals or groups will not be allowed if it is in any way for personal gain or profit.
 - d. Members of the church may borrow church property for use off the premises only with prior approval from either, the Lead Pastor, the Congregation Council, or the Facilities Ministry Team. The following will be required:

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- Property will be immediately returned if need for it arises at the church.
- Requests for property will be in writing and include quantity, nature of property desired, location and nature of usage, and when property will be returned. Written notification of return is also required.
- Any repair or replacement costs will be incurred by the member taking responsibility for the church property

Addendums Attached:

- A. Meeting Host Checklist
- B. Facility Use Application and Agreement

ADDENDUM A – MEETING HOST CHECKLIST

Pre-meeting preparation

- Remind attendees not to come if they have been feeling ill, have a temperature of 100.4°F or higher, or any respiratory symptoms (coughing/sneezing)
- Masks and sanitizer are available for anyone who wants to use them.
- Keep exterior doors closed/locked at all times (do not prop doors open). This may require stationing someone at the door to let people in as they arrive.

Post-meeting cleaning

- Wipe down tables, etc., that have been used with bleach wipes or soap and water solution.
- Return any furniture that was moved to its prior place.
- Wash and put away any dishes used in the kitchen, wipe down counters, stoves, and sink.
- Sweep floor, if needed.
- Take out trash.

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ADDENDUM B - FACILITY USE APPLICATION & AGREEMENT

Applicant Name (Organization, Group, or Individual): _____

Address: _____ Cell Phone: _____

Day Phone: _____ Evening Phone: _____ Email: _____

Date(s) of Event/Activity: _____ Purpose: _____

Start time: ____ AM PM End Time: ____ AM PM Open to public? Yes No

Number of attendees: _____ Will a fee be charged? Yes No If yes, how much? _____

RLC Member Responsible (requirement for use-no exceptions): _____

Specific Resources Requested*

- Meeting Room Friendship Room Kitchen Chapel Nursery
 Classroom Gloria Dei Room Prince of Peace Sanctuary Other _____
 Key(s) *Special conditions may apply depending on use

Equipment Requested

- Tables (qty) _____ Chairs (qty) _____ Audio/Visual (specify) _____
 Other (specify) _____

Does your organization have 501(c)(3) status with the IRS? Yes No Not sure

Does your organization have insurance? Yes No Not sure

Are you able to provide RLC with a Certificate of Insurance? Yes No Not sure

- I agree to leave the space used in a clean condition – wipe down tables, return furniture to prior set up, wash and put away dishes, wipe down counter, stovetops, and sink, sweep floors if necessary, and take out any trash.

Church activities have priority over all others, and facilities are scheduled accordingly. Richland Lutheran Church reserves the right to cancel confirmed facility use for any reason without liability. Approved applications expire on year after first event for groups using the facility on an ongoing basis.

The undersigned hereby makes application to Richland Lutheran Church for the use of the facility described above and certifies the information given in the application and/or contract is correct. The undersigned further states he or she has the authority to make this application for the applicant and agrees to observe all rules and regulations established by Richland Lutheran Church and its authorized agents. The applicant agrees to exercise the utmost care in the use of the facilities and releases and will defend, indemnify, and hold harmless Richland Lutheran Church from all claims, losses, damages, liabilities, costs and expenses (including, but not limited to attorney fees) arising out of or in connection with the performance of this contract. The applicant shall be held responsible for charges incurred as a result of damage to said facilities, and if requested, may be required to furnish proof of liability insurance in amounts of not less than \$100,000/\$300,000 bodily injury liability and \$25,000 property damage (such policy shall acknowledge that the Hold Harmless clauses contained in this agreement is insured therein, with loss payable to Richland Lutheran Church). The applicant acknowledges he/she has received a copy of all applicable policies, has read them thoroughly, and understands them.

Signature: Authorized Agent for Applicant

Signature: Authorized Agent for RLC

Approved by: Congregation Council

Date: 04/11/2023

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Position Date Position Date

Key(s)/Code Assigned? Yes No

(Rev 4/11/2023) Number(s) and Date(s) Assigned