

# **ST. LUKE'S LUTHERAN CHURCH FACILITIES USE POLICY**

4051 King Wilkinson Road  
Lincolnton, NC 28092  
704-735-2968

## **I. General Policy**

St. Luke's Lutheran Church encourages the utilization and sharing of our facilities, while maintaining a responsible stewardship of these facilities. We have a responsibility to share our gifts in a way harmonious with the St. Luke's Lutheran Church Mission Statement.

The St. Luke's Lutheran Church Council delegates to the Facilities Use Committee the determination of the usage in accordance with this policy. The Facilities Use Committee reports to and is accountable directly to the Church Council.

This same church team will provide a contract for each outside group to enter into in conformance with this policy. The contract will set forth the name(s), addresses, nature, contact person(s), contact phone numbers of each contracting group; the nature and purpose for such requested use; the requested date(s) and hours of use; the fees charged by the Church to the group(s); and any and all other relevant matters and/or information regarding the requested use of St. Luke's facilities.

Where a usage fee is charged (except for the refundable cleaning deposit), one-half of the fee is payable to St. Luke's Lutheran Church upon the booking of the date(s) for the outside group. The remainder of such fee is due on or before the date of the contracted use.

At each Church Council meeting, a report will be made to Council of any and all requests and contracts by all groups and the decisions of the Facilities Use Committee thereto.

## **II. Facility Use Guidelines**

### **A: Permission for Building Use**

1. To use any part of our facilities, a group or an organization must be law-abiding and non-discriminatory.
2. The purpose of any outside group using the facilities should further the ecumenical and public church tradition of St. Luke's Lutheran Church and the purpose of St. Luke's Lutheran Church as stated in her constitution and by-laws.
3. An "APPLICATION FOR USE OF FACILITY CONTRACT FORM", found at the end of this document, must be submitted to a member of the Facilities Use Committee. This form shall include all pertinent information about the nature of the group and event, the name(s) and contact information of responsible parties, the dates, times, and space requested for the function. All reservations are considered tentative until the contract is signed and accepted.
4. Groups and organizations of St. Luke's Lutheran Church may use the church facilities at no charge, excepting that a refundable cleaning deposit is required, subject to available space, as determined by the master calendar.
5. Individual members in good standing of St. Luke's Lutheran Church may request the use of the church facilities for personal use subject to these guidelines. It is required that all individuals and/or groups submit a refundable cleaning deposit.
6. Other organizations or groups may apply to the Facilities Use Committee for use of our facilities, subject to availability. All applicable fees will apply to such requests. Any usage

by such groups will not conflict with the stated purpose, policies or schedules of St. Luke's Lutheran Church.

7. All on-going or regularly scheduled uses of our facilities by all groups will require approval of the St. Luke's Lutheran Church Facilities Use Committee.
8. Any requesting group or organization shall notify the Facilities Use Committee of their desire to utilize the church facilities at least 2 weeks, but no more than 12 months prior to the need for use. They will read, understand and comply with this document and complete a use of facility contract form and submit it to the Facilities Use Committee. Upon approval and acceptance, the request will be added to the Master Church Calendar and the requesting group will be notified.

### III. User Fees

The following usage fees are intended to encourage good stewardship of the St. Luke's Lutheran Church facilities and to ensure these facilities and equipment are used and maintained properly.

1. A deposit of one-half of the total usage fees is due at the time the event is approved for booking. The remainder is due on or before the day of the event.
2. All groups or organizations using our facilities are responsible for any damages done to any church facilities, property, equipment or furnishings. There will be a fee applied and charged of \$ 50.00 per damage incident, in addition to the cost of repair and/or replacement by the church of any and all damages.
3. Failure to notify the Facilities Use Committee of cancellations of any event shall result in forfeit of all deposit fees.
4. The use of any specialized sound and/or lighting system(s) in the church facilities will require a fee of \$125.00 per four hours with an additional \$ 25.00 per hour thereafter. St. Luke's Lutheran Church designated personnel will also be required to operate this equipment. The above fee includes the operator fee.
5. The party or group renting the facilities is provided an option for the purposes of cleaning the facilities after an event. Should the group renting the facilities elect not to clean the facilities; a cleaning service can be provided for a fee of \$ 100.00. This fee would be in addition to the normal and usual fees charged for the rental of the facilities as specified in Section III – Rental Fees, of this document.

If the rental group wishes to clean the facilities after their event and according to instructions as outlined in Item B # 6, Section IV, Responsibility, a cleaning deposit is required.

For members of St. Luke's Lutheran Church this fee is \$ 25.00. For all non-members of the Church the fee is \$ 40.00.

The cleaning deposit will be refunded after the scheduled event and after a satisfactory inspection by Church staff. Should the facilities not be satisfactorily inspected, any group renting the facilities will forfeit the deposit and a charge of \$ 25.00 per hour will apply and be collected from the rental group.

6. ROOM FEES:

Room 113 – Conference Room – Includes necessary tables, chairs & white board – Presently a projector is not available but a stand-up screen is furnished

- Conference Room including Lounge – 4 Hours
  - \$ 100.00 minimum - \$ 25 per hour for each additional hour
- Conference Room including Lounge and Youth Room for children 4 Hours
  - 150.00 - \$ 25.00 per hour for each additional hour
- Conference Room including Lounge and Youth Room for 6 hours
  - \$ 130.00, \$ 25.00 per hour for each additional hour

**SPECIAL NOTE** - If Youth Room is used, the requesting party will need to supply 2 adults for full time children supervision

Room 200 – Fellowship Hall – Includes available tables & chairs – Other materials may be available upon request depending upon the nature of the event

- Fellowship Hall without kitchen for 4 hours
  - \$ 200.00 plus \$ 30.00 per hour for each additional hour
- Fellowship Hall with kitchen for 4 hours
  - \$ 300.00 plus \$ 50.00 per hour for each additional hour
- Fellowship Hall without kitchen for 6 hours
  - \$ 230.00, plus \$ 30.00 per hour for each additional hour
- Fellowship Hall with Kitchen for 6 hours
  - \$ 350.00 plus \$ 50.00 per hour for each additional hour

Room 203 – Technology Room - \$125 for 4 hours, plus \$25 for each additional hour [includes the technician fee]

**SPECIAL NOTE**: Time used at the facility for set-up, decorating or other, prior to the scheduled event, will count against the total time of 4 or 6 hours for the reservation.

## **IV. Responsibility**

### **A. It is the responsibility of the St. Luke’s Lutheran Church Facilities Committee to:**

1. Implement and enforce the Facilities Use Policy
2. Coordinate the use of the St. Luke’s Lutheran Church facilities
3. Notify submitting groups and organizations of the approval to use the facilities
4. Ensure that all scheduled events are immediately posted on the Church Master Calendar subsequent to receipts of deposits
5. Make inspection of the church facilities and insure all facilities are secure after any and all use
6. Consult with the St. Luke’s Lutheran Church Council, as necessary, in those situations that appear to be beyond the scope of this policy and/or these rules

### **B. It is the Responsibility of the Requesting Organization or Group to:**

1. Submit an APPLICATION FOR USE OF FACILITY CONTRACT FORM for the use the use of the facilities at least two (2) weeks prior to the intended use along with payment of use/deposit fee(s), where applicable
2. All groups, and organizations, other than members of St. Luke’s Lutheran Church, shall provide proof of insurance, and accept full responsibility for the loss of anyone’s property in the event of fire, theft or other loss
3. Immediately report any damages of church property, equipment or furnishings to the Facilities Committee. If there are any damages, the responsible organization or group will reimburse St. Luke’s Lutheran Church for any and all applicable costs as determined by the Facilities Use Committee. Also see item # 2 under Section III, Users Fees
4. All non-member Group Leaders must arrive at least one hour before the scheduled event and meet with the St. Luke’s Lutheran Church Facilities Use Committee

representative to do any set-up and also to become familiar with the facilities equipment and locations of all exits and fire extinguishers, etc.

5. All people involved with any event must limit themselves to ONLY the area contracted for and must NOT access any other areas of the facilities
6. All individuals, groups or organizations using the facilities must complete, date and sign a check-off cleaning sheet after each event. This form explains what is expected of all parties who use our facilities. The form can be found in a clearly marked binder located on the kitchen cabinet near the wall mounted telephone upstairs, and in a similar binder located on the cabinet in the downstairs Lounge.

## V. General Rules

### The following general rules apply to all groups and organizations using the St. Luke's Lutheran Church Facilities

1. **Applications** – Forms for the use of the facilities may be picked up from the church on Sunday mornings during regular hours for services (9AM to 12 Noon), from any member of the Facilities Use Committee, from the church web site, by calling the church phone and leaving a message or by calling the Pastor by phone. The Facilities Use Committee will review each application and determine any appropriate fee. Two (2) weeks notice is required.
2. **Fees** – A fee is customary for all non-member groups and organizations using the facilities to defray actual expenses of air conditioning, heating, lighting and the time required by staff to assist with the use of the facilities. The Facilities Use Committee will determine the appropriate fee(s) based on the information provided on the application and according to the St. Luke's Lutheran Church Schedule of Fees as stated in Section III of this document.
3. **Equipment and Furnishings** – No tables, chairs or other equipment or furnishings shall be removed from the facilities, re-arranged or moved from other parts of the facilities by anyone or any group except as approved in advance by the Facilities Use Committee.
4. **Musical Instruments, Audio Visual and Sound Equipment** – The use of church musical equipment or sound and specialized lighting systems is not permitted unless operated by designated St. Luke's Lutheran Church personnel and approved of in advance by the Facilities Use Committee.
5. **Clean-Up** – All groups are required to clean-up after themselves and leave the facilities and grounds as they found them. Trash must be removed from the building. All lights must be turned off and all doors and windows must be closed and locked. All areas including parking areas must be restored to their original, as found condition. Any leftover food and beverages must be removed from the premises. The above mentioned check-off form must be completed, dated and signed (Section IV, B, # 6)
6. **Decorations** – No tacks, nails, tape or other material that will deface church property shall be used. Only drip-less candles may be used. Decorations such as streamers shall not be attached to walls, pews, chancel rails, or ceilings in a manner that will leave permanent marks
7. **Removal of Flowers** – All decorations and trash shall be removed immediately following the meeting or event so that the facilities are ready for the next scheduled activity
8. **Alcohol and Smoking** – No alcohol is allowed on the St. Luke's Lutheran Church premises. No smoking is permitted inside the St. Luke's Lutheran Church facilities
9. **Pets** – There shall be no pets allowed in the facilities except for working dogs
10. **Hours** - All groups must vacate the building not later than 10 PM unless prior approval has been applied for and granted.

11. **Set-Up** – All groups are responsible for their own setup and breakdown of rooms. The facility must be returned to the condition in which the group found it.
12. **Safety** – The safety and health of the participants is the responsibility of the event sponsor.
13. **Group Representative** – Each group or organization must designate a representative who will consult with the Facilities Use Committee in advance of any event and be responsible for:
  - a. Accounting for damages to the facilities
  - b. Basic clean-up, taking away the trash and otherwise leaving the facilities in the same condition as found at the beginning of the event
  - c. There must be a supervising adult 21 years old or older from the user group present at all times
14. **Publicity** – Sponsorship of an event must be clearly specified in all publicity. Non-Church events shall not appear to have the Church as a sponsoring organization. The users shall be required to provide, in advance, a copy of any and all advertising before it is published
15. **Restriction** – NO profit making businesses or enterprises are allowed or permitted without prior approval of the Facilities Use Committee
16. **Right of Refusal** – St. Luke's Lutheran Church reserves the right to restrict or refuse the rights and privileges of anyone or any group or organization in the use of the facilities and especially any that violates these policies
17. **Facilities Use Committee Contact Persons** –
  - St. Luke's Lutheran Church – 704-735-2968 – If no answer, leave message
  - Eddie Rhyne – 704-489-2706 or 704 650-8426 – [erhyne@charter.net](mailto:erhyne@charter.net)
  - Don Snyder – 704-483-3412 or 980-429-6064 – [thfire@bellsouth.net](mailto:thfire@bellsouth.net)
  - Tina Lineberger – 704-748-6788 – [ctline@charter.net](mailto:ctline@charter.net)
  - Sam Hunnicutt – 704-736-0708 or 704-905-4307 – [sam.hunnicutt@bradmanlake.com](mailto:sam.hunnicutt@bradmanlake.com)
  - Jeff Rhyne – 704-732-4881 – [jeffinmaiden@yahoo.com](mailto:jeffinmaiden@yahoo.com)
  - Myron Beal – 704-400-2730

We at St. Luke's Lutheran Church consider our church facilities to be God's facilities and to be used accordingly. The reasons for this policy are not to hinder, limit or restrict their use, but to protect our investment from irresponsible misuse and/or abuse. The above policy is our best effort toward achieving this purpose.

This policy, along with all user fees, is reviewed and updated by the St. Luke's Lutheran Church Council annually, or as otherwise deemed necessary.

Adopted November 8, 2009  
 St. Luke's Lutheran Church Council  
 Amended: October 2, 2011  
 St. Luke's Lutheran Church Council

**APPLICATION FOR USE OF FACILITIES  
CONTRACT  
FOR ALL EVENTS**

DATE(S) REQUESTED \_\_\_\_\_

ACTIVITY BEGINS AT \_\_\_\_\_ ENDS AT \_\_\_\_\_

NAME OF GROUP REQUESTING USE \_\_\_\_\_

TYPE OF ACTIVITY \_\_\_\_\_

GROUP REPRESENTATIVE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_ CELL PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

*Group Representative must arrive a minimum of one hour before other attendees.*

**SET-UP / EQUIPMENT / SUPPLIES REQUESTED**

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**LIABILITY:** The applicant agrees to assume full responsibility for personal injuries and damage to property arising from the use of facility by applicant hereunder and agrees to indemnify and hold harmless St. Luke's Lutheran Church from any and all claims and damages relating thereto.

Total Fee for Use: \$ \_\_\_\_\_

Amount of Deposit Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Balance Remaining \$ \_\_\_\_\_ To be paid by \_\_\_\_\_

I have read, understand, and agree to the St. Luke's Lutheran Church Facilities Use Policy.

\_\_\_\_\_  
(Signature of Person Responsible)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date of Contract)

St. Luke's Lutheran Church  
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Receipt of Returned Cleaning Deposit Check

The signature below confirms the party or parties who contracted for rental of the St. Luke's Lutheran Church facilities have received the original check which was submitted for the cleaning deposit fee as required by the rental agreement (Facilities Use Document).

Rental Party Name: \_\_\_\_\_

Rental Party Signature: \_\_\_\_\_

Date: \_\_\_\_\_

St. Luke's Representative: \_\_\_\_\_

St. Luke's Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_