**PEACE LUTHERAN CHURCH**

**1699 Belvidere**

**El Paso, Texas 79912**

**915-584-1383**

**Building Use Policy**

**The purpose of Peace Lutheran Church is to further Christ's ministry in the El Paso area as well as throughout the world. The facilities will be used primarily for regularly scheduled church services and ministry activities and by other groups authorized by Peace. Other groups requesting use of the facilities are subject to the Building Use Policy. Facility usage by outside groups is confined primarily to those who are engaged in non-profit benevolent activities and services. Requests from individual members for usage on special occasions will be considered. No activities will be scheduled during congregational services. The facilities are NOT to be used for commercial purposes.**

**Interpretation of the policy and the granting of exceptions are determined by the Church Council and/or Pastor. Facility usage must be coordinated with the church calendar and scheduled in advance with the church Office Administrator who will make arrangements for obtaining and returning keys.**

**When our building is used, two simple rules of thumb should guide you:**

* ***This building is a gift of God, and it represents the sacrificial giving of many people.  Use it joyfully for God’s glory, but do your best to take care of it.***
* ***When you are finished using the building, remember that others will follow who also want to use it to minister to people.***

**CONDITIONS OF USE**

**1. Any group requesting use of our facilities must make their request in writing using the *Request for Use* form which includes the following:**

 **a. Purpose of activity or meeting**

 **b. Number of people expected**

 **c. Date and time needed**

 **d. Will use of kitchen facilities be required?**

 **e. Rooms requested**

**2. Fire and safety codes must be followed. Maximum room capacity will not be exceeded, as posted.**

**3. Any group using the facilities must supply a copy of *proof of liability insurance* prior to occupancy.**

**4. Liability insurance may be waived by the Church Council and/or Pastor.**

**5. Facility users are responsible for the well-being of all in attendance. An adult should be present for each 10 youths or for each 7 infants/nursery children.**

**6. A signed *Facility Use Agreement* is required for use of the facilities. Upon signing the agreement, fees for use will be paid in advance:**

**a. One-month advance scheduling is normally required.**

**b. The agreement may be terminated by either party by expiration of terms or two weeks’ notice.**

**c. A formal check-in/check-out process is defined under *Use of Facility Agreement.* Failure to adhere to provisions of the stated procedures will lead to cancellation of the agreement and/or forfeiture of deposit.**

**d. Misuse of facilities may result in denial of future use and cost of damage will be assessed.**

**Facility Use Agreement**

**Any group not affiliated with Peace Lutheran Church must have a signed agreement prior to use of the church building. Use fees must be paid to cover utilities, maintenance, and operating costs. In addition, a deposit will be required to guarantee proper cleanup and repair of any damage. This Agreement will be reviewed and signed by a Council member, the Pastor, or by an individual(s) appointed by the Church Council.**

**Fees for one time use will be reviewed and appropriate fees and deposit paid. A separate check is required for deposits.**

**Fees for use of building are as follows:**

 **APPLIES N/A**

**Deposit: $150.00 refundable \_\_\_\_\_ \_\_\_\_\_**

**Fellowship Hall: $150.00 non-refundable \_\_\_\_\_ \_\_\_\_\_**

**Nursery $25.00 non-refundable \_\_\_\_\_ \_\_\_\_\_**

**Kitchen: $100.00 non-refundable \_\_\_\_\_ \_\_\_\_\_**

**Sanctuary: $200.00 non-refundable \_\_\_\_\_ \_\_\_\_\_**

**1. Fees may be revised by the Church Council and/or Pastor.**

**2. Recurring use of building fees will be negotiated separately by the**

 **Church Council and/or Pastor.**

**3. We encourage the use of rooms and the use of sound equipment, televisions,**

**and audio-visual equipment, as they are currently set up. Movement of equipment or furnishings within the church, use of sound equipment, TVs, and audiovisual equipment will be done only after obtaining written permission. Furniture must be returned to its previous location or the user will forfeit the deposit.**

**4. No food or drink is allowed in the church sanctuary or any other carpeted area.**

**5. The church’s kitchenware may be used for your event (i.e., metal silverware, serving platters, and bowls). Paper, plastic, and styrofoam products in the kitchen may not be used; these products will need to be provided by the party hosting approved non-church/ ministry related events. With prior approval, supplies may be brought in before the occasion.**

**6. Attachments of any kind (information, decorations, etc.) to walls, ceiling, floor, or furnishings are not permitted.**

**7. Within 48 hours after building use, a walk-through will be done by a Church staff member to evaluate building condition. If damage is identified by our Church personnel, the contact person on building use form will be contacted.**

**8. Rooms/areas are to be restored to their original state upon completion of**

 **use.**

**9. No platforms/liturgical/musical furniture equipment can be moved without**

 **written permission at any time.**

**10. No church equipment can be taken from the premises.**

**11. The church will not be responsible for personal property left in the building.**

**12. Saturday evening events must be cleaned up, activities finished, and**

 **building vacated no later than 9:00 PM.**

**13. We request respect for other programs using the building at the same time.**

**14. When leaving the building, please follow the checklist for departing and**

 **securing the building.**

**15.No alcohol, smoking, candles, drugs or illegal activity of any kind is**

 **permitted.**

**16. No pets are allowed in the building with the exception of service animals.**

**17. Believing that Peace Lutheran Church is a sanctuary of safety for all who**

 **enter here, we do not allow any open or concealed weapons of any kind on**

 **the church premises*.***

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| ***Please report any building problems immediately to a member on the list provided in the order identified.******Emergencies:***1. ***The location of fire extinguishers is clearly posted.***
2. ***Emergency phone numbers are posted at each telephone and posted in all classrooms, nursery, and library.***
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