



Cross of Glory Lutheran Church

BUILDING USE POLICY

Cross of Glory Lutheran Church
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Brooklyn Center, MN**

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General Guidelines for Use of Facilities

1) Goals

- To use this space in a God honoring way
- To treat visitors as honored guests
- To be welcoming with accessible space
- To be a community Hub

2) Criteria to Determine Building Use

- Space availability
- How use impacts other programs
- Evaluation of safety/legal issues
- Group understands respect for the property

Statement of Policy:

Our church has been blessed with a wonderful facility to carry out our mission. Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out the ministry objectives and goals
- Users exercise proper care and safety
- Facilities are properly protected against loss or misuse
- Wise stewardship is being expressed through energy conservation, cost reductions and safety measures

Building Eligibility Guidelines

The facilities and equipment of Cross of Glory exist to serve the mission of Cross of Glory and its building partners.

- 1) A Facility Use Contract should be completed for all groups requesting facility use.
- 2) Facilities are not available to for-profit organizations or to individuals for fundraising purposes.
- 3) Depending on the organization and event, a Certificate of Liability and Property Damage insurance coverage naming Cross of Glory Lutheran Church as an additional insured may be required.
- 4) All outside groups or persons requesting use of church facilities must also have and adhere to Protection Guidelines (see attached) regarding minors. A minimum of two adults must be present at all times.

The Priority of Use Shall be as Follows:

- 1) Recognized Groups within the Church:
 - Church Services – (e.g. worship services, Sunday school, Adult Ed)

- Regularly scheduled church activities (committee meetings and small group meetings)
 - Church related activities (e.g. Boy Scout/Cub Scout meetings)
- 2) Church Members
- Individual Parties and Special Events (Anniversary parties)
 - Weddings, Funerals and Receptions
 - Music Recitals (not including private recitals for students)
 - Other informal Church Member requests (basketball, volleyball, etc.)
- 3) Building Partner Organizations
- 4) Outside Groups

Reservations

A Space Use Request Form or Facility Use Contract must be completed by all groups and submitted to the Administrative Assistant at least two weeks in advance of the activity. The Space Use Request Form provides for every area of the church. All facilities, set-ups, and other service needs (e.g. food, sound, etc.) must be included on the form.

The Building Manager or Administrative Assistant will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. All church activities are scheduled on the master church calendar.

Approval Guidelines for the space request use shall be as follows:

- 1) All activities shall be approved pending availability of space and the priority schedule, and must be consistent with Cross of Glory's Building Use Policy.
- 2) No date is placed on the calendar until the form has been submitted and approved by the appropriate person(s).
 - The pastors/worship leaders approve of all worship related activities.
 - The Music Staff must approve all music recitals.
 - The pastoral staff must approve all weddings prior to them being entered on the Church calendar.
 - The Building Manager or Administrative Assistant approves all other usage in consultation with staff.

- 3) Requests for long-term use of the building will require a rental agreement and approval by the Council.
- 4) Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

Building Use Procedures

The ministry leader or organization representative is responsible for the following:

- 1) Submit the Room Set-up on the Space Use Request Form diagramming set-up and detailing who is responsible. Any special equipment needs should be included.
- 2) After building use, clean up all the areas used. The area should be returned to the same condition as before use.
- 3) Turn out lights and close windows.
- 4) Report any maintenance problems and damages.

Publicity and Promotion

- 1) Any outside group using publicity material and/or making public service announcements in which the Cross of Glory Church name is used must have prior approval.
- 2) The sale of admission tickets to the event must be handled by the user with the approval of Cross of Glory.
- 3) There will be no postings of any kind adhered to the walls of any of the facilities. Postings that appear on the church kiosk or any other posting device must have prior approval of the Administrative Assistant.

Facility Use Guidelines

If building usage is requested for after regular business hours or custodial services are required, the user will be charged a fee for building host and /or custodial services. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned custodian or staff person will serve as the church's representative should questions or needs arise during the event.

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

- 1) The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- 2) Activities and programs are limited to the space that is assigned.
- 3) Dining or the serving of food is governed by a separate kitchen use agreement.

- 4) Use of candles is allowed only in designated areas and must be pre-approved.
- 5) The user is expected to leave the building clean and in the same condition it was prior to the event and must remove all items associated with their program immediately following the event.
- 6) If furniture or equipment is to be moved, it must be done with the permission of the Building Manager or Church Administrator.
- 7) All decorations in the facility and on the grounds of Cross of Glory must have prior approval.
- 8) The user will be held responsible for any damage done to church property associated with the event.
- 9) The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- 10) Programs in the sanctuary that require the use of the sound system must have one of the church's Sound Technicians on duty. This service will be included in the usage fee.
- 11) When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on church property. All children or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
- 12) The following items are not allowed in or on church property:
 - a. Weapons
 - b. Alcoholic beverages
 - c. Tobacco products (Smoking permitted in designated outside area)
 - d. Controlled substances/drugs
 - e. Anything that would distract from a welcoming and hospitable atmosphere.
- 13) Ministry furniture and equipment (e.g. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of Cross of Glory and may not be removed from the premises without pre-approval. Individual/Group assumes full responsibility for the costs of damages, repair or replacement at the church's discretion.
- 14) Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

Building Use Fees

Room	Capacity	Fees
Sanctuary with Building Host	500	Less than 4 hours: \$450.00 Additional: \$75/hour
Fellowship Hall	250	Less than 4 hours: \$250.00 Additional: \$50/hour
Kitchen with Coordinator	n/a	Less than 4 hours: \$150.00 Greater than 4 hours: \$35/hour
Bethel Room/ Basement	150	Less than 4 hours \$100.00 Additional: \$25/hour
Martin Luther Learning Center	75	Less than 4 hours: \$100.00 Greater than 4 hours: \$25/hour
Library	40	Less than 4 hours: \$25.00 Greater than 4 hours: \$40.00

Other Fees:

Building Host (included in sanctuary charges) when required:

Less than 4 hours: **\$150.00**
Greater than 4 hours: **\$35.00/hr**

Damage/Cleaning/Time Overage Deposit:

Sanctuary **\$200.00**
Bethel Room **\$100.00**
Fellowship Hall **\$200.00**

Custodial Fees may be assessed for large events

All fees must be paid at least 14 days in advance