

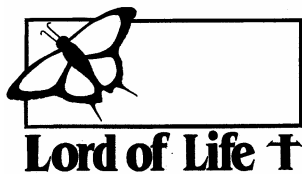


Lord of Life
Lutheran Church (ELCA)

Building Use
Policy Handbook

February 2009

Junction of Hwy 210 & Knollwood Dr.
PO Box 2749
Baxter, MN 56425-2749
218-828-9374



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LORD OF LIFE LUTHERAN CHURCH (ELCA)

Junction of Hwy 210 & Knollwood Dr.

PO Box 2749

Baxter, MN 56425

Dear Partners in Service to this community and world,

Allow me to begin by **thanking you** for the work/mission that you carry out as positive contributors to the people of this area via your group/organization. We are thankful for your partnership with us in trying to make the world a better place to live. Thanks!

Secondly, I'd like to **affirm our ongoing support of your presence within this facility** that we have been blessed with at Lord of Life. We continue to share our space, without charge, to any non-profit community group whose mission is healthy, life-giving and not opposed to how we see God's will for the world. The expense for keeping lights, heat, etc. paid is a huge part of our budget so we appreciate the gifts of appreciation that you have shared with us.

Finally, due to a burglary and rising energy costs, we wish to ask you to be extra vigilant about 1) checking to be sure all outside doors are closed securely and locked if you are the last ones out of the building; 2) turning off all interior lights; 3) turning the fellowship hall thermostat down to 60 degrees in winter and up to 75 degrees cooling in the warm months; 4) closing all interior doors.

We serve together with you,

Pastor Darrell Pedersen
Senior Pastor

Our Mission: Inspire a deeper and richer connection to Christ, our community and each other.

LORD OF LIFE LUTHERAN CHURCH
GENERAL USE OF CHURCH FACILITIES

GENERAL BUILDING USE POLICIES

These policies apply to all use of Lord of Life facilities by church members, non-profit and community groups and other organizations. *These policies supersede all previous policies and agreements for use of church facilities.*

Use of church facilities will be administered by the Office Manager following approved guidelines.

It is the general policy of Lord of Life to permit use of church facilities by community groups whose objectives are consistent with the mission of Lord of Life.

- ◆ Non-profit groups, who do not charge for their event, will not be charged a fee. (Donations are welcome.)
- ◆ Non-profit groups, who charge for their events or the event is a fundraiser, will be charged the “All Others” fee listed in the fee schedule on page 4.
- ◆ All other groups will be charged the fee listed in the fee schedule on page 4.

A “Request for Church Use” form, signed by the authorized group contact person, is to be submitted to the Office Manager before confirmation of church use. For groups with ongoing requests, a new form must be submitted at the start of each calendar or program year and whenever there is a change in the contact person.

Use of church facilities will be scheduled to avoid conflict with ongoing church activities.

Upon approval of the “Request for Church Use,” the Office Manager will list the event on the church website calendar and on the office calendar.

Use of church facilities and grounds are subject to the following restrictions:

- ◆ No smoking is allowed.
- ◆ No recreational use of any alcoholic beverages is allowed.
- ◆ No gambling of any kind is allowed.

All groups using church facilities will be responsible for their own clean up, unless provision has been made for janitorial services. (See fee for janitorial services below.) All items brought into the church for use during your event must be removed from the building promptly, as we do not have space to store the item.

FEE SCHEDULE

Fees listed in the schedule on page 4 are for a three hour time period. Fees for longer times will be negotiated at the time the “Request for Church Use” form is submitted. Use of LCD projector is \$50 per day. There is no charge for use of TV/DVD/VCR. Arrangements for electronics use must be made in advance.

If janitorial services are required, there is additional fee of \$30.00 for the first two hours and \$15.00 for each additional hour.

Fees are payable the day of, or in advance of, the scheduled event, unless other arrangements are made when the Request for Church Use is submitted.

Charges are for rooms reserved, even if not all reserved rooms are used.

No fee will be charged for reservations cancelled at least one week in advance; reservations not cancelled one week in advance will be subject to the listed fees.

Type of User	Sanctuary	Commons	Fellowship Hall	SonShine Room	Double Classroom	Single Classroom
Member Use	\$25.00	\$25.00	\$25.00	\$25.00	\$10.00	\$10.00
Non-Profit Group (Suggested Donation)	\$100.00	\$50.00	\$50.00	\$25.00	No charge	No charge
All Others	\$200.00	\$100.00	\$100.00	\$75.00	\$25.00	\$10.00

KEY POLICY

The authorized contact person for the organization/event will be issued a numbered key by the Office Manager. Keys are to be returned to the Office Manager following the event. Keys are not to be loaned or duplicated.

Keys issued to organizations with ongoing church use will be issued to a single authorized person. When authorization changes, the key is to be returned to the Office Manager. A new key will be issued to the new contact person.

Please notify the Office Manager promptly if the issued key is lost.

Keys open the east and west front entrance doors to the church. To open the door, turn the key clockwise in the lock. To lock the door, turn the key counterclockwise in the lock. Do not attempt to depress the panic bars to keep the door open.

USE OF CHURCH EQUIPMENT

No church-owned equipment is to be removed from the church for personal or community use, unless approved in advance by the Office Manager. Lord of Life does not loan out any of its tables, chairs or electronic equipment for personal use.

Special equipment specified on the Request form will be set-up prior to the event. Please return all other equipment used to the original location.

KITCHEN USE

Please supply your own coffee, beverages, napkins, paper towels and disposable cups.

All kitchen utensils and dishes used must be cleaned and returned to the proper storage area.

If you brought food items, they must be removed from refrigerators at the close of the event.

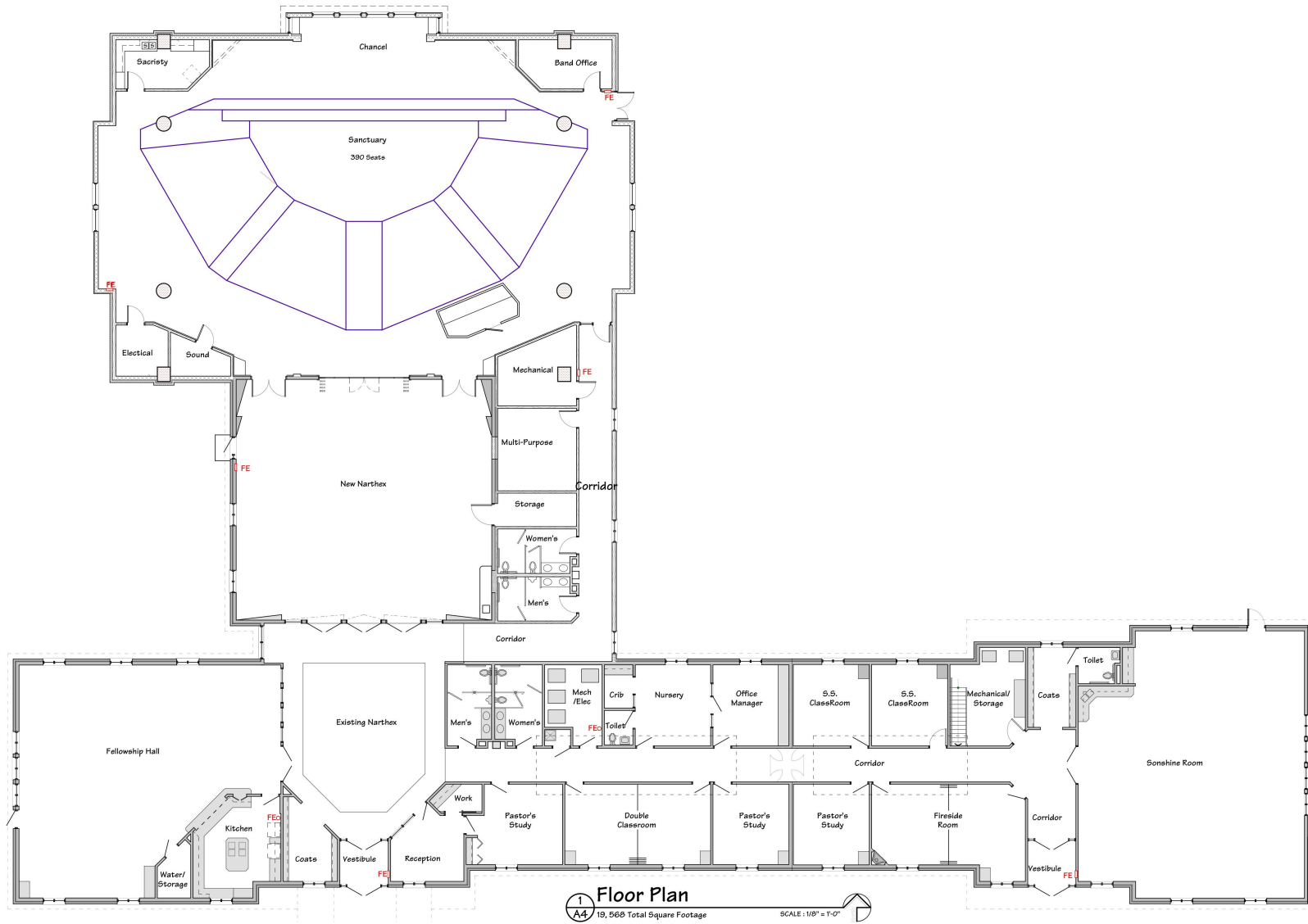
Nothing is to be left on the counters, in the sinks or in the dishwasher.

END OF ACTIVITY CHECKLIST

The contact person for each group is responsible for ensuring that the following activities are completed.

- ◆ Rooms are to be left in the same condition and configuration as found.
- ◆ All garbage cans are to be emptied and placed in the trash containers outside the East Entrance. There are separate containers for garbage and recyclables. Garbage bags are stored in the Kitchen cupboard underneath the angled countertop (serving window) and in the cupboards in the Commons.
- ◆ Make certain that all faucets are turned off in the kitchen and the restrooms and that toilets are flushed.
- ◆ Turn off all lights, except for the entryway between the double set of doors on both ends of the building.
- ◆ Turn off ceiling fans and coffee pot heaters. Do not unplug the kitchen Bunn coffee system. Doing so results in cold coffee.
- ◆ Check all six exterior doors (see building diagram) to make certain that they are latched.
- ◆ Make certain that all windows are closed and locked.
- ◆ Close all interior doors, including doors to the sanctuary and fellowship hall. This is important because these are fire doors.
- ◆ Adjust the thermostat in the Fellowship Hall to 60 in winter and 75 in summer.
- ◆ Before leaving, make certain there is no one else in the building. If you are not the last group to leave, notify the remaining group(s) that you are leaving.

Rev 2/3/09



Exterior Doors: West Main Entrance, East Main Entrance, Northside of SonShine Room, West side of Commons, East side of Sanctuary, Westside of Fellowship Hall

Location of Fire Extinguishers: West Main Entrance Vestibule, East Main Entrance Vestibule, Furnace Room by Restrooms (requires key), Westside of Commons by exterior door, Eastside of Kitchen by refrigerator, Southwest corner of Sanctuary, Northeast corner of Sanctuary, West side of corridor by Mechanical room

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REQUEST FOR CHURCH USE

Date(s) of Use _____

Recurring Appointment? Yes No Frequency of Recurrence _____

Arrival Time _____ Departure Time _____ Time(s) of Event _____

Name of Group or Organization _____

Contact Person _____ Phone _____

Address _____ Term Expires _____

Brief description of the group or organization function and purpose _____

Proposed Use of Lord of Life Facility _____

Room(s) to be used Fellowship Hall (Seats 130-150) Sanctuary Commons (Seats 175) Narthex
 SonShine Room (Seats 40 w/o tables) Single Classroom (Seats 7-12) Nursery
 Double Classroom (Seats 30-35 w/o tables) Fireside Room (Seats 25-30 w/o tables)

Number of people attending _____

Special needs for set-up Rearrange Chairs/Tables (Include diagram) Overhead Projector LCD Projector
 TV/VCR TV/DVD Audio CD/Cassette Player Microphone
Coffee: 8-24 Cups 24-48 Cups 40+ Cups Other _____

PLEASE READ AND SIGN:

To the fullest extent permitted by the law, the undersigned individual or organization shall defend, indemnify and hold harmless Lord of Life Lutheran Church and its employees and agents from all claims, demands, suits, damages, losses and expenses (including attorney's fees and court costs) relating to or arising out of their use of the property of Lord of Life Lutheran Church, whether caused in whole or in part by any act or omission of the undersigned individual or organization and regardless of whether or not it is caused in part by a party indemnified hereunder.

Signature of Contact Person

Today's Date

NURSERY LIABILITY RELEASE FORM

I hereby release Lord of Life Lutheran Church from any liability for use of the nursery during our function at the church. If I choose to have someone staff the nursery during our event, I release Lord of Life from any liability if a child is injured during use of the nursery. I also agree to pay damages to Lord of Life in the event of causing any damage to the nursery during our use of the nursery.

Signature of Contact Person

Today's Date