



Lord of Life Lutheran Church
Congregation Property Use Resource
Adopted By Congregation Council, September 8, 2009 (Revised 5/11/10)

Lord of Life Lutheran Church's primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you.

Building use activities fall under the jurisdiction of the Property Committee. Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed through the Church Office. Local organizations and individuals may also use the church building for one-time or short-term usage. When possible we will attempt to make our facility available for such groups. Our first priority is to congregation programs and membership needs.

Approval for the use of the grounds and/or facilities of congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the ELCA.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Property Use Agreement Form including Release

STEPS and GUIDELINES TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement from the church office or at our website: www.lordoflifeonline.org
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the church office and you will be notified whether it is approved or not approved.
4. Church facility use will not be granted to outside groups who charge patrons for events (such as karate, jazzercise, etc...)
5. Damage deposit may be requested for certain group events (see facility coordinator).
6. Events cannot be scheduled more than 6 months in advance.
7. The church reserves the right to review long term scheduled events for appropriateness and content and may revoke contract in case of violations of guidelines.

****The church may require that a staff member or person of appointment be on site during the time of the event. There may also be a fee associated with this service. The decision will be made at the time of approval if this is deemed necessary.**

RULES AND REGULATIONS

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or be removed from church premises. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.

2. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.

3. **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster behind the church. Church supplies are not to be used except by church sponsored activities.

4. **PIANO, ORGAN AND HAND BELL USE.** Permission to use the piano, organ and/or hand bells must be granted by the Director of Music. Piano and/or organ should not be moved except by permission from the Director of Music and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.

5. **SANCTUARY SOUND SYSTEM.** The Sanctuary sound system is available for use upon request. The system must be operated by PUMC trained members or by individuals pre-approved by the Technology Department. No other equipment may be attached to the church sound system without prior approval.

6. **NO SMOKING.** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms.

7. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing doors. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.

8. **SUPERVISION OF YOUTH.** The congregation seeks to provide a safe environment for youth of all ages. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults should be present at all times during any program or event involving youth.
- For groups of 15 or more, a ratio of one (1) adult for every five (5) youth is required.
- Adult supervision is required at all times both inside and outside of the church property including playground and parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

9. **NURSERY USE.** The nursery facility is available, and the nursery coordinator must be notified if group will be requiring attendants.

10. **FOOD AND DRINK.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silverware, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.

11. **ALCOHOL.** The distribution and/or consumption of alcoholic beverages is prohibited on church property. Specifically, within the church building itself, on the grounds, or in the parking areas.

12. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event. Partitions (used for ministry information) located in the Fellowship Hall are not to be moved without supervision of the facility coordinator. They may however, be covered for the scheduled event.

13. **EMERGENCY SCHEDULING CONFLICTS.** The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

14. **STORAGE.** Excess storage is limited for organizations other than LOL church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the facility coordinator.

15. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

16. **DEPOSITS.** There may be a refundable key and damage/cleaning deposit required for your event. Please refer to the Fee Schedule (pg.9) of this document for details.

17. **SECURITY.** The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.

18. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council's directions or forfeit the use of any part of the facility **immediately**.

Lord of Life Lutheran Church
3801 S. Panther Creek
The Woodlands, TX 77381
281-367-1706

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