

FACILITY USE POLICY

GOOD SHEPHERD LUTHERAN CHURCH

Approved: 2/9/2020

GENERAL USE REGULATIONS

Good Shepherd Lutheran Church makes its facilities available to its active members and to outside groups in a spirit of community service. Such use is at the discretion of the church and is contingent on the priority use of facilities for church ministry. The final authority shall be the Congregation Council. General Use Regulations apply to all events and activities to be held at Good Shepherd, additional regulations specific to wedding use are also included here.

- The facilities of Good Shepherd Lutheran Church shall not be available for commercial purposes.
- Permission granted does not constitute endorsement of the groups' policies or beliefs by Good Shepherd Lutheran Church.
- Groups using the facility are responsible for care and will be charged for damage to any property or furnishings. All accidents, injuries and damages must be reported immediately to the church office.
- Good Shepherd Lutheran Church sponsored events take precedence over outside groups. Church member's personal events (such as weddings, anniversaries, parties, etc.) are considered the same as outside groups for liability insurance purposes. Groups using Good Shepherd facilities agree to give up space, or be moved to alternative space within the building, should the need arise to conduct church business, e.g. meetings, funerals, weddings, and any other church-sponsored activities.
- The use of all facility space is to be scheduled with the Parish Administrative Assistant. This applies to Church groups and events as well as outside groups or events.
- The Parish Administrative Assistant will facilitate the facility use but the Church Council must ultimately approve the specific request. It is the Parish Administrative Assistant's responsibility to oversee the application process and communicate the approval. Rooms, equipment or facilities not reserved or covered by prior approval are off limits. In the event of a cancellation, please let the office know as soon as possible.
- There must be a supervising adult 21 years or older from the user group in charge and present at all times for liability reasons. All children must be supervised by an adult at all times. The altar area is not an appropriate play area.
- If deemed necessary by church staff the group shall provide a Certificate of Liability Coverage naming Good Shepherd as an Additional Insured and Certificate Holder under the group's policy.
- Leaving the exterior door propped open is prohibited by the building policy. The group/individual will refrain from leaving the exterior doors propped open at any time during

the event. Doors may be unlocked to let attendees enter the building. ALL DOORS MUST BE LOCKED when leaving the building after regular church hours.

- The group/individual will allow access by Good Shepherd staff and members conducting required business, e.g. access to the food pantry in the kitchen area.
- The group/individual will leave the facility in an orderly condition. All furniture and equipment must be returned in its customary position, the kitchen left in clean condition, dishes washed and put away, floors swept, waste baskets emptied into the outside commercial trash bin, etc.
- All consumable food must be brought in by the group for its consumption. If a group serves/sells food to the public it is their responsibility to abide by all of Champaign Health Department's rules and regulations and provide a copy of the food permit prior to the event.
- No food that is brought in for an event shall be left on the premises.
- Outdoor activities have to be judged in the light of the rights of the residents who live adjacent to the church property and in light of the safety of those involved. Please contact the church office if outdoor space is needed.
- Church equipment of a specialized nature, (i.e. major kitchen appliances, video and sound equipment, etc.) will be made available, with the user being responsible to become familiar with the use of the equipment. No facilities, equipment, furniture, or kitchen items shall be added, modified, loaned out, moved, or removed without prior approval. (Contact church office.)
- Good Shepherd does NOT provide tablecloths. The group using the facility must provide their own.
- No food or beverage may be taken into the sanctuary.
- The facility has a no smoking and no weapons policy.
- Alcohol (sacramental wine excluded) may not be served for any event or consumed anywhere on Good Shepherd Lutheran Church property.
- Decorations used must be flameproof and shall not be permanently attached to fixed portions of the facilities. However, floral arrangements may be used. Decorations must not damage the facilities or furnishings in any way. The user group must remove all decorations when finished using the facilities.
- Candles are not permitted unless for ceremonial use. Any candle usage must be approved by the Wedding Coordinator. If used, lit candles must be "dripless" and must not be placed on the keyboard or sound system. Lit candles must be placed on a plate or in a holder.
- The communion table (altar) may not be used for any purpose other than its primary sacramental function. Any usage or changes to the worship space must be approved by the Council, who has final authority.
- Use of rice, confetti and/or glitter **is prohibited** from use at weddings or other festive occasions anywhere on the church property. Birdseed and bubbles may be used outside.

- Good Shepherd Lutheran Church is not responsible for the loss or damage of personal items. User groups shall not hold Good Shepherd Lutheran Church responsible in any way for storage of equipment or supplies.

DONATIONS/FEES

- For events other than weddings, a donation for use of the facility is appreciated although not required.

WEDDINGS

At Good Shepherd we're honored to be a part of your wedding, thanking God for the love created and celebrated between two people. All of the plans for wedding ceremonies must be approved by church leaders and in keeping with the theology of the church, that God is the ultimate audience of all worship.

- Wedding fees must be paid one week prior to the ceremony.
- Couples are responsible for obtaining their marriage licenses.

	Member	Non-Member
Wedding Coordinator	<i>can be arranged if needed</i>	\$200
Pastor	<i>gift/honorarium</i>	\$150
Organist	\$150	\$150
Custodian	\$50	\$50

This agreement may be terminated on the mutual consent of the group/individual using the facility and Good Shepherd. Should the Pastor, Executive Council, or Council of Good Shepherd find that the agreement comes in conflict at any time with the church's mission, the group will be notified and the agreement will be terminated.

Signed _____
Group/Individual Contact

Date _____

Signed _____
Good Shepherd Contact

Date _____