



HOLY CROSS

LUTHERAN CHURCH

FACILITY USE POLICY

General Use of Church Facilities

This policy applies to use of all Holy Cross Lutheran Church facilities by church members, community groups, and other organizations. Use of church facilities will be administered by the Administrative Assistant following approved guidelines.

The general policy of Holy Cross Lutheran Church permits the use of church facilities by members, community groups, and organizations whose objectives are consistent with the mission of Holy Cross Lutheran Church. The goal of Holy Cross is to become a thriving church which will allow us to lead all people to a lifelong faith in Jesus Christ. We will accomplish this through relevant, irresistible worship, connecting in small groups where faith grows, life-changing service and inspired generous giving.

All groups will be charged the fee(s) listed in the fee schedule, unless waived by the Holy Cross Congregation Officers. All business use requests will require Congregation Officers approval. Exceptions to the fee schedule include the outreach organizations currently using Holy Cross facilities: Girl Scout Troop #4022, AA, Al-Anon and Little Hearts Preschool, LLC.

General Building Use Policies

- A Facility Reservation form, shall be filled out and signed by the authorized group contact person, and submitted to the Administrative Assistant before confirmation of church use. For groups with ongoing requests, a new form must be submitted at the start of each calendar year and whenever there is a change in the contact person. The contact person shall be present for the duration of the meeting or event and agrees, on behalf of the group or organization, to be responsible for any damage incurred.
- Paperwork and payment must be received in the church office at least two weeks prior to the event.
- Use of church facilities will be scheduled to avoid conflict with ongoing church activities. All church related functions will have priority.
- Upon approval of the Facility Reservation form and payment fees received, the Administrative Assistant will list the event on the church calendar.
- All groups using church facilities will be responsible for their own clean up. All items brought into the church for use during the event must be removed from the building promptly, as we do not have space to store them.
- Possession/consumption of drugs or alcohol is not allowed inside the building or on church grounds.
- No smoking is allowed inside the building. Smoking is only permitted in outside designated smoking area.
- No candles or any other device utilizing a flame are allowed except during worship services held within the sanctuary, or as determined by the senior pastor.



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- Tape or pins cannot be used on walls, ceilings, or sanctuary pews. Please use poster putty if placing items on the walls. Other devices for hanging items are available from the church office.
- All groups providing food or beverages for their event must supply their own food, coffee, sweeteners, creamers, beverages, napkins, disposable plates, cups and utensils.
- The Sanctuary is for church member use and is off limits to all groups using the church facilities, except as pre-approved by the Congregation Council.
- Any free-standing shelving units must be affixed to the wall or ceiling in an approved manner as determined by the Property and Operations Ministry Team.
- Wedding guidelines and service planning have separate guidelines and are handled through the church office.
- Funeral guidelines and services are handled through the church office.

Key Policy

- For Single Use Events: The authorized contact person for the organization/event will be issued a key a few days prior to the event by the Administrative Assistant. Keys are to be returned to the Administrative Assistant within three days following the event. Keys are not to be loaned or duplicated.
- For Ongoing Use: A key may be issued to a single authorized person for organizations with approved ongoing church use. When the authorized contact changes, the key is to be returned to the Holy Cross Administrative Assistant. A new key will be issued to the new contact person upon receipt of the old key.
- Please notify the Administrative Assistant promptly if the issued key is lost. A fee of \$10.00 will be charged for a replacement key.
- Keys must be promptly returned to Administrative Assistant when they are no longer needed.
- The outside door key opens the north side entrance door under the covered walkway into the church. To open the door, turn the key clockwise in the lock. To lock the door, turn the key counter clockwise. Make sure the doors are locked by pulling on the handles before leaving church property.

Heating/Cooling Rooms

- Room heating thermostats are located in each room. They may be turned up to 70 degrees during your event but must be turned back to 60 degrees before leaving the church.
- Air conditioning is available in the narthex. Controls for the air conditioning are found mounted on the wall to the right of the wall unit. If this unit is used during your event, make sure it is turned off before you leave the church.



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Use of Church Equipment

- No church owned equipment may be removed from the church for personal or community use, unless approved in advance by the Administrative Assistant, in consultation with the church officers.
- Please return all equipment/items used during an event to the original location.

Kitchen Use

If kitchen use is requested on the Holy Cross Facility Reservation Form, additional kitchen policies are as follows:

- User will be issued keys for access to the kitchen. Items in the unlocked cabinets and drawers are available for use.
- Any locked cabinets and drawers are not available for your use. Do not try to force the locks on these.
- No kitchen equipment may be removed for personal or community use.
- Use of our reusable plates, cups and utensils is permitted; you must supply your own napkins, disposable plates, cups and utensils.
- You must supply your own food, coffee, sweeteners, creamers and beverages.
- All church items you use must be washed and sanitized in our high temperature dishwasher, air dried properly, and returned to their appropriate storage area. Directions for use of the dishwasher are in the kitchen.
- Any church linens used, must be washed at home and promptly returned to the church.
- All counters, stove and table tops must be cleaned with the bleach solution that is located under the stainless kitchen sink.
- All unused food items must be removed from the refrigerators at the close of the event. If you have made arrangements to donate these to the church, they may remain in the refrigerator.
- Nothing is to be left on the counters, in the sinks or in the dishwasher.
- All garbage from your event must be placed in the garbage bags we provide for your use and placed next to the recycle bin in the hallway next to the kitchen after your event. Extra bags are in the custodian's closet located behind the kitchen.
- If needed, a broom, dustpan, mop and pail are located in the utility room behind the kitchen.



End of Facility Use Checklist

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

- Rooms are left in the same condition and configuration as found.
- If tablecloths were used, make sure they are clean and dry. If you removed table cloths from any tables, please put them back.
- Utilize designated recycling containers. There are containers for recyclables in the hallway next to the kitchen off the fellowship hall.
- Put new garbage bags in garbage cans that were emptied. Extra bags should be in the bottom of each can. Other bags may be found in the custodian's closet behind the kitchen.
- Make certain all faucets, stove burners and ovens are turned off in the kitchen.
- Turn off all lights.
- Check all bathrooms to ensure the lights are off, toilets are not running and no one is in there.
- Turn off all coffee pots.
- Lock and close all exterior doors making sure they are securely latched.
- Make certain all windows are closed and locked.
- Before leaving, make certain there is no one else in the building.



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Certificate of Insurance

- Any groups or businesses using Holy Cross facilities for business purposes require a certificate of insurance as proof that they have adequate liability coverage at a minimum of one million dollars per occurrence and medical expense coverage. Holy Cross should be named as an “additional insured” on the policy.
- For the purpose of this facility use policy, business purpose or use is defined as follows: A business or organization, either for profit or non-profit, that wants to use our facility for the purpose of directly selling a product or service, providing educational information directed to an audience to purchase on premise or at a later date a product or service, or soliciting fees, membership fees, etc. for a product or service.
- It is important that the actual activity and intention of the user is determined. It is necessary to go beyond their name, which in some cases may sound non-business related, but in actuality is a business or organization selling a product or service. In situations where there is confusion as to their activity, a call to the insurance company may be appropriate. Consideration should also be given to the fact that we may need to rent to a member who is also in the same business.
- Holy Cross, nor our insurance carrier, can provide insurance coverage for another business entity. Holy cross has no coverage for the activities of another business or entity. Any loss not covered by a business’s insurance utilizing our facility would need to be paid by the business owner personally, Holy Cross members or, potentially, officers of Holy Cross.

Fee Schedule

To help defray operating costs, anyone using church facilities for showers, parties, family gatherings, etc. will pay the following fees according to the use of use of space requested:

Holy Cross Members

- Fellowship Hall and Kitchen — \$75
- Fellowship Hall Only — \$50
- Kitchen with Appliance Use — \$50
- Narthex — \$50

Non Members

- Fellowship Hall and Kitchen — \$200
- Fellowship Hall Only — \$100
- Kitchen with Appliance Use — \$100
- Narthex — \$75