

Property Board Policy For Use of Church Facilities and Equipment



The Property Board of St. Paul Lutheran Church, New Braunfels, Texas (SPLC), has created these general guidelines to manage church property and equipment to support the mission and vision of SPLC. It is the intent of the Property Board that the following policies reflect and facilitate the accomplishment of the mission statement. SPLC is not expressly bound by these guidelines and will review each request on a case-by-case basis.

General

Church facilities and equipment shall be used solely for 501c3 not-for-profit activities that are consistent with the goals and missions of SPLC. The Property Board, in consultation with the Church Administrator, reserves the right to deny or restrict the use of church facilities and/or equipment and shall be consulted to resolve questions concerning the granting of permission to use church facilities when the appropriateness of granting of such permission is not obvious.

Terms and Conditions

1. Categories of Facility Users

There are three categories of facility users: (1) Church-sponsored users, (2) SPLC members (see Section 24 Definition of Terms), and (3) Guest Organizations.

2. Request for Use of Facilities/Property

All requests for use of church facilities/property must be submitted in writing to the Church Administrator for approval. All requests must be submitted on the Application for Use of Church Facilities. A request will be considered approved after the request form has been completed, appropriate fees and other documentation has been provided, and the event is entered on the Church calendar. **NO OFF-CAMPUS USE OF CHURCH PROPERTY** (except the van) **IS ALLOWED**. Requests that include situations and conditions not explicitly defined by this policy will be referred to the Property Board for resolution.

A \$200 deposit is required at the time of reservation. This will be refunded within ten (10) working days following the activity, unless damages to the building occur. Any repairs or cleaning costs will be deducted from the deposit fee. If charges occur which exceed the deposit amount, then SPLC reserves the right to administer an additional charge to cover the costs of any necessary repairs or cleaning.

It is mandatory that any person using any portion of the SPLC facility must remain in the facility for the duration of their event. This specifically includes set-up and clean up. Any facility user who fails to comply with this rule will be prohibited from using SPLC facilities in the future.

3. Reservation Lead Time

Requests for facilities use should be submitted at least four (4) weeks in advance of the planned event. (Refer to SPLC Wedding Policies and Guidelines for scheduling weddings and rehearsals.) Since SPLC facilities are primarily for Church and Church-sponsored group use, should a SPLC or SPLC-sponsored group discover they need the space subsequent to commitment to a Guest Organization, then SPLC shall notify the Guest Organization and offer them the use of alternate SPLC facilities. If the Guest Organization agrees to the alternate space, the previously approved application would be annotated with the change. If the Guest Organization does not agree to an alternate location, the commitment would stand as originally approved-

4. Approval Duration

Approval for recurring use of Church facilities shall not exceed one year for Church members and Guest Organizations. Requests for facility use for recurring events must be reviewed at the end of the one year period. New applications for facility usage must be resubmitted at that time.

5. Hours of Operation

Church facilities will normally be available on weekdays from 8:00 am to 5:00 pm. Use of Church facilities after hours and on weekends will be coordinated with the Church Administrator, and will be subject to the availability of appropriate resources. Preschool operations shall not be interrupted or altered for Guest Organizations' set up during weekdays without the prior approval of the Church Administrator and Preschool Director.

6. Key Management and Control

The control and accountability of church facility keys is a matter of great importance for the security and safekeeping of church property.

This policy may require that an authorized church representative open and close facilities. No keys may be released to facility users without the written approval of the Church Administrator. If a key is issued to a facility user, the responsible party (i.e., the person who signed the Facility Use Agreement) is liable for the key's return or the cost of rekeying.

7. Requirement for Insurance

As a matter of policy, Guest Organizations shall provide SPLC with a certificate of liability insurance, in the amount of \$1,000,000.00, naming SPLC as additional insured, at least 72 business hours before each event. In keeping with the desire and intent to provide a measure of flexibility, the Property Board reserves the right to waive or alter requirements for liability insurance.

8. Movement of Furniture and Equipment

Guest Organizations and Church Members may only use the equipment and furniture approved for their use on the Application for Use of Church Facilities. The changing of furniture layouts, the movement of in-place equipment, and other alterations, including any planned decorations, shall be permitted only with the approval of the Church Administrator. Any furniture moved must be returned to its original location. Tables, chairs, and/or other furnishings may not be removed from the building for an extension of the event to the outdoors, or moved from one area of the facility to another without consent. Groups needing a particular arrangement of furniture and equipment, especially in the Fellowship Hall, must indicate this on the Application for Use of Church Facilities by attaching a diagram or schematic indicating the desired set-up arrangement.

9. Use of Decorations/Publicity Signs

Any use of decorations must be approved by the Church Administrator. Approval of decorations shall be guided by the following limitations:

- No nails, tacks, staples, pins, or other wall-penetrating fasteners are allowed.
- The use of tapes which leave residue on walls and windows are not allowed.
- Decorations, of any kind, are not to be suspended from ceilings.
- Windows and walls may not be painted over, even if the paints are “washable” or intended for temporary use.
- Storage space is both limited and not secured. Users may not store meeting props or accessories on-site between events.
- Signs advertising church activities will not be placed on walls or interior or exterior doors without prior approval of the Church Administrator. Existing bulletin boards and easels should be used to the maximum extent possible.
- It is the responsibility of the person/organization to remove signs when they become out dated.
- Items posted on the bulletin boards must be limited to the boundaries of the bulletin boards. Use of the wall area surrounding the bulletin boards is prohibited. Only the Church Administrator can make exception to this policy.
- Notices and decorations may not be posted on the walls in the Fellowship Hall by any facility user, church volunteer, or staff member. Only the Church Administrator can make exception to this policy.

10. Audio/Visual Equipment

The sound system in the Sanctuary and Fellowship Hall requires a qualified technician for operation. If required or requested, a sound technician will be assigned to operate the system for an additional fee shown under Usage Fees.

11. Kitchen Facilities

- The Church kitchen is provided for operation by qualified kitchen staff in support of SPLC and its ministry functions. Use of the kitchen by Guests Organization or Church Members for anything more than a staging area for food prepared elsewhere, shall be coordinated with the Church Administrator. Church-sponsored events may use the kitchen with the following provisions:
 - 1) The counters must be clean and free of food, supplies, kitchen cookware, and kitchen utensils.
 - 2) Used dish towels, dishrags, and aprons should be placed in the labeled plastic box for the staff to wash.

- 3) Leftover food may be placed in the refrigerator but must be clearly labeled with a date and a disposition. For example: "Will pick up Monday; For staff to enjoy; Serve as treats to day school, etc."
- 4) The grill on the oven requires special cleaning. In the event use of the grill is approved, instructions and appropriate products will be provided.
- 5) The kitchen floor must be broom swept.
- 6) All trash must be carried to the dumpster and new trash can liners put back into the trash cans. Bagged trash may not be left in the kitchen or in the hallways.

12. Narthex Activities

The Narthex is a special portion of the Sanctuary where people may gather, greet one another, and prepare for worship. Therefore, there is additional attention required to preserve its atmosphere and sanctity.

- No table displays, signs, posters, or any other visual announcements shall be installed, permanently or temporarily, without the prior approval of the Property Board.
- In accordance with Section 9: Use of Decorations/Publicity Signs, there shall be no visual displays attached to or suspended from the Narthex walls or ceiling. Easels are available for this purpose. No more than two (2) signs may in the Narthex at any given time.

13. Facilities for Children

Facility users are fully responsible for supervising the conduct and actions of children at all times. Young children requiring supervision are not permitted to roam freely.

With the prior approval of the Preschool Director and Church Administrator, the playground is available for church-sponsored events or SPLC member use. The playground is not available for Guest Organization events.

14. Fire Safety

All SPLC facilities are equipped with exit signs, emergency lights, and fire alarm systems. All doors that do not have safety panic bars must be unlocked while the building is occupied. All exit doors and interior corridors must be clear from any and all obstruction.

15. Added Security

Events with anticipated attendance of more than 50 people may require additional security, either at the discretion of the Property Board or as a result of other external entities' requirements. Arrangements for security will be made by the Church

Administrator. However, the cost of the security, if required, must be paid in advance by the user as part of their Usage Fees.

16. Clean Up

All SPLC members and Guest Organizations using the facility are required to clear leftover food and trash from the tables and dispose of it in the outdoor dumpster. Tables and chairs shall be returned to their storage carts. Spills and food residue cleaned thoroughly. (See the section "Kitchen Facilities" for policies which apply to members or Guest Organizations making use of the kitchen.)

17. General Rules

No smoking is allowed inside church facilities or within fifty (50) feet of any church entrance at any time. No alcoholic beverages may be served or consumed except as part of a religious service authorized by SPLC. Alcoholic beverages and drugs are not allowed on any church property, including all parking areas. Food and drink are discouraged in the Sanctuary and the Narthex. This prohibition does not include the serving of communion elements.

18. Cancellation Policy

To receive a full refund of a deposit, the Church must be notified in writing at least thirty (30) days in advance that the event has been canceled. A fifty (50) percent refund can be obtained with a written notification received at least two weeks prior to the scheduled event. Cancellations received less than fourteen calendar days prior to a scheduled event may result in the loss of the entire deposit.

19. Publicity

Guest Organizations may not use the name St. Paul Lutheran Church of New Braunfels in advertising an event to be held in Church facilities, without prior approval by the Church Administrator or the Property Board. Additionally, this policy prohibits any advertising that might be construed as an endorsement by SPLC of the Guest Organization's functions, goals, and/or objectives. The name "St. Paul Lutheran Church" should be limited to the physical location of the approved and scheduled event.

20. Weddings

Additional policies governing the use of Church facilities for weddings are provided in a separate document entitled Wedding Policies.

21. Funeral or Memorial Services

There is no fee assessment for the use of church facilities for funerals or memorial services of SPLC members. Services for non-members may require the payment of fees associated with the facilities used, unless otherwise waived by the Church Administrator in consultation with the Senior Pastor.

22. Securing the Facility

Approved facility users are responsible for locking all facility doors, turning off all lights, and turning off heat/air in the area approved for their use.

Some events may require a Facility Host be present to open, prepare, attend event, and secure the facility at the conclusion of the event. An additional fee will be charged if it is determined a Facility Host is needed.

23. Policy Review

The Property Board shall review the fee structure and facility use policy on an annual basis to determine if any modifications are appropriate.

24. Definition of Terms

Church Members:

- A church member is defined as a voting member of SPLC as per SPLC's governing documents.
- There will be no fee assessments for church members using the facilities strictly and solely for customary and approved church-related activities. There will be fees assessed, however, when church members use the facilities for personal events (e.g., anniversaries, showers, family reunions, birthday parties, etc.) Fees indicated are for one occurrence (one to four hours).

Church-Sponsored Groups:

- There will not be a fee assessment for church-sponsored groups using the facilities.

Guest Organizations:

- A Guest Organization may not be an organization or individual promoting a political purpose or a profit-making venture.
- The use of facilities by Guest Organizations shall be subject to relevant fee charges cited under "Fee Usage."

- Guest organizations receiving benevolence from the Stewardship Board will be entitled to a waiver of the facility use fee only. A custodian fee and, if applicable, sound/audio visual technician fee may be charged for all requests to use the church facilities when the regular facility use fees have been waived. These fees are identified under “Usage Fees.”

25. General

Recognizing that policy statements are not always all-inclusive, any situations or conditions affecting the use of Church property that are not specifically addressed in this policy statement shall be referred to the Property Board for resolution.

Youth Ministries and Youth Activities

Use of the facilities by Youth Ministries will be governed by the procedures previously described for church members (*e.g.*, request forms, key management, etc.). However, the following exceptions shall apply:

- 1) All requests for use of facilities by youth ministries will be made to the Church Administrator.
- 2) We will do our best to accommodate church groups visiting our campus and community, who might require an overnight stay. We will review each request on a case-by-case basis subject to availability and other church-related activities. Requests may require both refundable and non-refundable fees.

26. Usage Fees

	Church Sponsored Use	Church Members – Personal Use	Guest Organizations
Sanctuary	No Charge	\$500	\$750
Fellowship Hall	No Charge	\$150/ 4 hours min. \$25/qrt hr thereafter	\$250/ 4 hours min. \$25/qrt hr thereafter
Chapel	No Charge	\$100/ 4 hours min. \$25/qrt hr thereafter	\$150/ 4 hours min. \$25/qrt hr thereafter
St. Martin’s	No Charge	\$200/ 5 hours min. \$25/qrt.hr. thereafter	\$200/ 5 hours min. \$25/qrt.hr. thereafter
Kitchen (not grill)	No Charge	\$25 (staging area for caterer only)	\$25 (staging area for caterer only)
Classroom	No Charge	\$25/ 2 hours \$10/qrt hr thereafter	\$50/ 2 hours \$25/qrt hr thereafter
Sound/Audio/Visual Technician	No Charge	\$20/hour	\$40/hour
Custodian	No Charge	As quoted by custodial service	As quoted by custodial service
Security	No Charge	As determined	As determined
Facility Host	No Charge	\$100	\$100
Setup Fee	No Charge	\$50 Fellowship Hall or Chapel	\$75 Fellowship Hall or Chapel
Deposit	No Charge	\$200	\$200

Date of Application: _____



APPLICATION FOR USE OF CHURCH FACILITIES

Name of Group: _____

Date for Event: _____

Person in Charge: _____

Su*	M	T	W	Th	F	Sa**
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Address: _____

Phone: _____

E-mail: _____

Cell Phone: _____

Purpose of Use: _____

Expected Attendance: _____

REQUIRED for Non-Church Groups Describe how your event supports the Mission and Ministries of St. Paul Lutheran Church.

*Access to the Facility for Non-Church-Sponsored Events on Sundays will be NO earlier than 1 PM.

**Saturday events cannot go past 8 PM.

Hours of Event: From _____ to _____ Hours Reserved: From _____ to _____

Automated Doors Open _____ Close _____

Non-church sponsored events will not be scheduled beyond 12 months in advance.

Recurring Event _____ Start Date _____ End Date _____

Date Pattern: _____

FACILITY FEES

St. Paul Lutheran Church does not schedule private use for Non-Members.

Fees:

- Sanctuary* (max capacity – 500)
- Fellowship Hall (max capacity – 300 w/o tables)
- Multi-purpose Chapel (max capacity – 90)
- Classroom
- Kitchen
- St. Martin Church (max capacity - 80)
- Wedding/Funeral/Memorial Services
- Weekly Support/Community Groups

*for other than weddings

Members

- \$ 500
- \$ 150
- \$ 100
- \$ 25
- \$ 25
- \$ 200

Organizations

- \$ 750
- \$ 250
- \$ 150
- \$ 50
- \$ 25
- \$ 200
- Contact SPLC Church office 830-625-9191
- Contact SPLC Church office 830-625-9191

EQUIPMENT

- TV/DVD/VCR (how many) _____
- Tables – Round (how many) _____
- Tables – Rectangular (how many) _____

- Portable Screen
- Podium
- Chairs (how many) _____

Diagram of room setup is to be given to SPLC at least seven days prior to the event.

The fees must be paid upon approval of this application. Non-payment will result in cancellation of event.

CHURCH FACILITY USAGE AND HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of _____ (hereafter the "Organization") of the city of _____, state of _____ shall be using the building and grounds of St. Paul Lutheran Church, New Braunfels, Texas (hereafter the "Church") on the date(s) and for the purpose (hereafter referred to as the "Activity") as stated in the application.

I/We understand and agree that neither the Church, nor its trustees, employees, agents, and/or representatives may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all equipment and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with coverage limits of _____ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church at least 72 business hours prior to the Activity.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release as well as the Policy for Use of Church Facilities and Equipment by reading all before I/we are signing.

I/We have executed this Church Facility Usage and Hold Harmless Agreement this _____ day of _____, 20_____.

_____ (Name of Organization)

St. Paul Lutheran Church

By: _____
Signature _____

By: _____
Signature _____

Title: _____

Title: _____

USE A SEPARATE PAGE FOR SETUP DIAGRAM

SPLC Office Use Only

Certificate of Liability Insurance Received

Certificate of Liability Insurance NOT Received

Facility Use Fees:

\$ _____ Facility Fees (total other side)
 \$ _____ Audio/Visual, (if requested)
 \$ _____ Custodial Fee
 \$ _____ Security (when required)
 \$ _____ Facility Host
 \$ _____ Setup Fee
 \$ _____ 200.00 Deposit (Wedding is \$500)
 \$ _____ **Total Fees Due**

Event Entered on Calendar date _____ by _____

Payments Received:
Date _____

Amount _____

Bal. Due _____

Deposit Refunded date _____ Check # _____