

CHRISTIANIA LUTHERAN CHURCH - FACILITIES USE POLICY

The Church's facilities and campus are resources to serve the congregation's mission – for religious, educational, and social service activities. The following policies govern the use of CHRISTIANIA LUTHERAN CHURCH'S (CHURCH) buildings, grounds and equipment.

1. ELIGIBLE USAGE:

- A. Church activities
- B. Funerals
- C. Rentals by outside groups and organizations – members and non-members, provided their purposes are consistent with CHURCH's mission and their programs do not conflict with congregational activities
- D. Weddings

2. PERMITS

Reservations are required to use CHURCH facilities and campus. All groups wishing to use any area of the building and grounds should reserve the space 30 days in advance (some exceptions including funerals).

- A. Application for use of CHURCH facilities and campus must be made through the CHURCH office.
 - a. The Church Office Manager shall serve as the primary contact for facility usage.
 - b. The application must be approved before use of the facilities and campus is allowed. The application will go to the Senior Pastor and Office Manager for review.
 - c. Permits (specifying date, time, location, permissions, and restrictions) shall be granted and copies of these facility policies distributed by the Church Office Manager.
 - d. All permits shall be revocable and shall not be considered a lease. The Senior Pastor or Executive Council reserve the right to reject any application or cancel any permit.

3. RULES AND REGULATIONS

- A. All activities must be held under competent supervision. Each group must designate a responsible adult as the permit holder. This person must:
 - a. Be present when the facilities and campus are being used
 - b. Secure doors and windows and see that lights are off – before leaving the building
 - c. Assume full responsibility for the group (including children)
 - d. Inspect facilities and campus before and after each permitted use to insure the facility is in "like" or better condition
 - e. Each group must limit their usage to the areas designated
- B. NO ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES are allowed on the CHURCH facilities and campus.

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- C. The use of any tobacco product (smoking, e-cigarettes, or chewing tobacco) is NOT PERMITTED in the CHURCH facilities or on the CHURCH campus.
- D. Organizations / groups using the church facilities and campus shall agree to indemnify the CHURCH for any and all damages to any persons or property.
 - a. If requested by the CHURCH Office Manager, outside groups will be required to provide a liability waiver form and proof of liability insurance.
 - b. Damage fees and/or additional custodial fees will be assessed against groups that do not comply with the rules (see Section 11 for FEES).
- E. Groups wanting to bring any apparatus or other equipment into the CHURCH facilities or onto the CHURCH campus must specify the items in their application and have prior approval before the items may enter the CHURCH facilities or campus.
- F. Nothing is to be removed from CHURCH facilities and campus.
- G. Furniture and equipment within the CHURCH shall not be removed from its regular place without prior authorization from the Senior Pastor, Office Manager or Custodian. When permitted, the furniture and equipment must then be returned to its regular place.
- H. Church property (walls, doors, windows, chairs, counter tops, etc.) must not be defaced. Materials (tacks, tape, etc.) shall not be used if it would deface church property.
- I. All local and state ordinances and laws must be observed.
- J. The Executive Council, Senior Pastor, Office Manager, or Custodian reserves the right to restrict privileges of anyone, or any group, who violate these policies at any time.

4. SCHEDULING PRIORITIES

- A. Regularly scheduled CHURCH activities and organizations connected to church sponsored programs shall have first priority in reserving any CHURCH facilities and campus.
- B. Emergency events approved by the Senior Pastor or Executive Council, such as funerals, shall have priority over other scheduled activities.
- C. Groups will be required to be flexible (i.e., alter the date, time or location) when emergencies arise.

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5. PASTORAL ACTS

All pastoral acts conducted at CHURCH (including baptisms, weddings and funerals) must be personally administered by the Pastor(s) of CHRISTIANIA LUTHERAN CHURCH or their designated appointee.

6. WEDDINGS OR FUNERALS

- A. The CHURCH facility and campus, including necessary furniture and equipment, shall be made available for weddings. The setting of the Fellowship Hall should not be changed in any manner without prior permission from the Senior Pastor, Office Manager, or Custodian. The church must be notified at least a week in advance (with the exception of funerals).
- B. As a general guideline, the CHURCH facilities and campus are available for a four hour time frame. This includes the CHURCH facilities being open three hours before the wedding.
- C. All kitchen equipment, including dishes and silverware, that were used, are to be washed, cleaned, and returned to storage areas immediately after use. Please restrict food and beverages to the Fellowship Hall and kitchen.
- D. Glitter may not be used. Rice and flower petals may not be thrown before, during, or after the wedding on the CHURCH facilities or campus; extra cleaning will result in forfeiture of the deposit. Instead, use birdseed or bubbles outside of the CHURCH facilities.
- E. No tacks, nails, tape, staples, etc. are to be used in placing decorations that will mar the woodwork, walls, glass or floor.
- F. As soon as a florist has been selected the Office Manager must be notified. Advise the florist that they must contact the CHURCH Office Manager to set up a time when the CHURCH facilities will be open for deliveries and set up. If no florist is involved, then those responsible for flowers and decorations should contact the CHURCH Office Manager for the same reason.
- G. No flowers or decorations shall be placed on the altar, with one possible exception.
- H. Flowers may be left for the Worship Service on the following Sunday and an announcement will be made in the bulletin of your wedding flower donation. Please notify the CHURCH Office Manager one week in advance of your intentions. In the event of another scheduled activity after the wedding, the flowers and decorations are to be removed after the wedding so the CHURCH facilities and campus are ready for the next scheduled activity.
- I. It is the responsibility of the wedding party to arrange for the care of their personal property before, during and after the ceremony. The CHURCH is not responsible and assumes no liability for lost or stolen items.

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- J. All music is to be coordinated through Christiania's Music Minister and/or Senior Pastor.
- K. Candelabras are available upon request from the Custodian. Please refer to Fee Schedule for cost of use.

7. WORSHIP INSTRUMENTS:

- A. Church musical instruments (organ, piano) are available for use with prior permission by the Music Minister and/or Senior Pastor. Otherwise, they are reserved for use by the Church Music Minister.

8. EQUIPMENT

- A. The loaning of CHURCH furniture or equipment such as chairs, tables, dishes, music ministry items, projectors, screens and tools for use away from the CHURCH facilities or campus is prohibited. However, these items may be used if approved by the Senior Pastor, Office Manager or Custodian

9. EQUIPMENT DONATIONS – FROM GIFTS AND MEMORIALS

- A. Equipment donations from gifts and/or memorials must be coordinated through the CHURCH Senior Pastor and Executive Council in accordance with Christiania's Memorial Tribute Fund Usage Policy on the church's website.

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CHURCH MEMBER WEDDINGS

	Wedding	Reception
Church	\$ 0	\$100
Custodian	\$150	\$150
Organist	\$150**	
Pastor	Gift	

Deposit of \$100 due at time of securing the date for the wedding;
remainder of fees are due two weeks prior to the event

NON-MEMBER WEDDINGS at pastoral discretion

	Wedding	Reception
Church	\$200	\$200
Custodian	\$150	\$150
Pastor	\$200	
Organist	\$150**	

Deposit of \$100 is due at the time of securing the date for the wedding;
the remainder of fees are due two weeks prior to the event

CANDELABRA (Set up for Weddings – Includes cost of candles)

Usually four pair and front pair – 42 candles

Candle for unity candle stand - 2 candles \$110

CHURCH MEMBER RECEPTION (Anniversaries, birthdays, showers, family get-togethers)

Church	\$25
Custodian	\$150

FUNERALS

	Member	Non-Member
Custodian	\$150	\$150
Organist	\$150	\$150
Soloist	\$100	\$100
Pastor	Gift	at pastoral discretion

**Organist This fee covers the typical service. If additional requests are presented, the fee needs to be negotiated.