



ST. PAUL'S FACILITY USE POLICY

Statement of Purpose

St. Paul's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may facilities be used for activities that contradict or are deemed by the pastor and voting members of the congregation as inconsistent with, or contrary to the church's faith or moral teachings. The Board of Elders is the final decision-making body on whether a person or group is allowed to use St. Paul's facilities.

This restricted facility use policy is necessary for two important reasons. First, St. Paul's may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a grave violation of St. Paul's Church's faith and religious practice. See 2 Corinthians 6:14; 1 Thessalonians 5:22.

Second, it is very important to St. Paul's that it presents a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to St. Paul's Church's faith would have a severe negative impact on the message that St. Paul's Church strives to promote. It could also be a source of confusion and scandal to St. Paul's members and the community because they may reasonably perceive that by allowing use of our facilities, St. Paul's Church agrees with the beliefs or practices of the persons or groups using St. Paul's facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict St. Paul's Church's faith use any of St. Paul's facility. Nor may facilities be used in any way that contradicts St. Paul's Church's faith. This policy applies to all of St. Paul's facilities, regardless of whether the facilities are connected to the church's sanctuary, because St. Paul's Church sees all of its property as holy and set apart to worship God. See Colossians 3:17.



Approved Use and Priority of Use

Designated church official(s) shall approve all uses of St. Paul's facilities. Priority shall generally be given to members of the church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. St. Paul's facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

Groups, organizations, or persons, not sponsored by, or affiliated with St. Paul's Lutheran Church and School, known hereafter as the "Responsible Party" and requesting use of the facility, must affirm that their beliefs and practices and planned uses of the facilities are in harmony with the church's faith and practice.

The Responsible Party seeking facility use must submit a signed "St. Paul's Facility Reservation Request and Agreement" form.

The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by St. Paul's Church's rules of conduct for facility use as stated below, and as described in any additional instructions by St. Paul's Church staff.

Scheduling Events

Requests for facility use may be made to the church secretary by submitting "St. Paul's Facility Reservation Request and Agreement" form. If approved the event will be reserved and placed on the church calendar.

Fees

Use of St. Paul's facilities is subject to use/maintenance fees. A list of fees is included as Addendum "A". Non-members are required to provide a refundable \$250 security-deposit to pay for any damages to the facility at the time of booking which will be returned to you after the event.



Facility Use Guidelines

The Responsible Party shall ensure the facility is used for the purpose for which it was rented and restored to the condition in which it was found prior to the event. St. Paul's Church equipment, such as tables, chairs and kitchen utensils etc. must be cleaned and returned to original placement and may not be removed from the church/school facility. Any chairs, tables or other equipment brought into the facility must have non-marking soles placed on end of table/chair legs etc.

Requests for use of the building shall be made in writing to the church secretary at least 2 weeks prior to the event.

Groups are restricted to only those areas of the facility that the group has reserved.

Responsible adult(s) must supervise all activities.

Alcohol and Smoking Policy: No alcohol or smoking in the church or school.

Sex specific changing areas, restrooms and showers are to be used by members of the designated biological sex only.

The Responsible Party shall ensure all lights are turned off and doors locked upon departure. In the event of a wedding, St. Paul's Wedding Coordinator will ensure the facility is secured and lights turned off.

Abusive or foul language, violent behavior, and any illegal drug, marijuana, or alcohol use are prohibited while using St. Paul's facilities. Any person exhibiting such behavior will be required to leave the premise.

St. Paul's is not responsible for loss or damage of personal or rental equipment.

Only trained individuals will be allowed to operate the AV system. The operators shall not change and/or store any AV system settings.

Those participating in events held in the school's gymnasium must wear athletic shoes or other footwear with non-marking soles.

The dishwasher must be operated by an individual familiar with its operation.

Exceptions

In the event of a funeral, the St. Paul's Facility Use Agreement may be voided within 48 hours of the scheduled event.

Acceptance of liability

For all non-church-sponsored events, the Responsible Party using the facilities assume all responsibility for personal injury, damage or liability of any kind and further agrees to hold St Paul's Lutheran Church and School harmless and indemnify it from any liability and/or expense in connection with the use of the facilities. The Responsible Party agrees to pay, in full, any and all damages done to St. Paul's Lutheran Church and School.



St. Paul's Facility Reservation Request and Agreement

Name of person (Responsible Party) requesting use of facilities:

Please state whether you are a: Church Member Non-Member Non-Member Group/
Organization

Address:

Phone Number: _____

Email Address: _____

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

Please list the organization's website, if any: _____

What areas of the campus are you requesting use of and the purpose of your event?

What date(s) and time(s) are you requesting to use the facilities:

Date _____

Time _____



I affirm that:

1. I understand that St. Paul's Church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict St. Paul's Church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of St. Paul's facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church staff.
3. I understand that upon approval of my St. Paul's Facilities Use request, I will need to provide a refundable security deposit in the amount of \$250.00 and any other fees noted in Addendum "A".
4. I understand that St. Paul's Church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to approval, which is conditioned in part on my agreement to the requirements in the "St. Paul's Facility Use Policy," a copy of which I have read and understood.
5. I understand that I will be responsible for any damages to St. Paul's facilities resulting from my use of the facilities.
6. St. Paul's Church believes disputes are to be worked out between parties without recourse to the Courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation.

Signature

Printed Name

Date

Approved by: _____



**ADDENDUM A
FELLOWSHIP HALL, KITCHEN, AND GYM RENTAL CHARGES**

St. Paul's Lutheran Church & School is happy to extend to you the use of our facility for your event. We ask you to respect the property of our church and school and its equipment. Upon the signing of the application, you are signifying your understanding of and willingness to abide by all the provisions contained here and in St. Paul's Facility Use Policy.

For Private parties

The Kitchen and Fellowship Hall may be rented by members for \$50 which will be refunded if the event is cancelled. All fees must be received at the time the event is scheduled, to hold the date. A member familiar with the kitchen must be in attendance. If the dishwasher is used, someone who is well trained in operating it must be in attendance.

Funeral Lunches

There is no charge for member funerals. If a funeral for a non-member is approved, the fee for use of the Fellowship Hall and Kitchen is \$50.

Non-member use

Fellowship Hall \$100

School Gym Use Fee
\$25/hour

Event _____

Date _____

Name _____

Signature _____

Revised and approved by council (6/8/23)

