

USE OF FACILITIES POLICY  
Zion Evangelical Lutheran Church  
Tamaqua, Pa.

FACILITY

1. Requests for use of facility may be made to the Parish Administrator. Scheduling will be coordinated by the Parish Administrator. Permission will be granted according to the discretion of the Parish Administrator and/or subject to the approval of the Church Council. For showers, receptions, luncheons and activities of community groups, a donation to the church will be expected unless otherwise stated.
2. Regularly scheduled events will have preference over other facility requests.
3. The Special Events Sexton will make arrangements for seating, door, heating and lighting plus other accommodations for which he/she might be responsible.
  - A. Tables and chairs will be arranged accordingly for church events
  - B. Scouts and others using the facility will arrange tables and chair to their desired places before meetings and/or events and will return them to their proper places afterward.
  - C. Doors will be opened one-half hour before meeting times. If needed opened earlier, the Sexton should be notified at least one day in advance.
  - D. The doors that are designated for entering and exiting are the only doors to be used due to both safety and security purposes.
  - E. Consideration should be given to your allotted time schedule. There are some nights in which two or more groups meet. Plan meetings and events accordingly.
  - F. Only necessary lights should be turned on. Turn lights off when finished with meetings.
  - G. Windows should not be opened unless permission is given by the Sexton. If windows are opened, they must be closed after the event or meeting.
4. Church Council and Staff, as well as other selected church leaders, may be allocated keys to the doors of the parish building. A list of these persons will be kept by the Parish Administrator. Persons who have been given keys are not to lend keys to anyone nor duplicate the keys and are responsible to see that all lights are out and doors are secured before leaving the building.
5. Community groups will be given consideration for use of facility and assignment of rooms will be made in accordance with size of the group. Such groups are responsible for damages that might occur. A stipend to the Special Events Sexton determined by Church Council will be expected for events unless otherwise stated.
  - A. All rooms on the main floor are not to be used unless first granted permission from Parish Administrator. If the need for use of another or different room arises, approval must be sanctioned by the Parish Administrator before using any said room. Room assignments will be reviewed on a quarterly basis.
  - B. Girls Scouts will use the gym and social hall. The kitchen is available for use if needed. The upper doors on Mauch Chunk Street are to be used. When a Church event conflicts with a Scout night, Scouts may be asked to use an upstairs room.
  - C. Community groups and private receptions, etc., will be instructed which doors are to be used upon approval of the event.
  - D. If damages should occur, the Sexton must be notified immediately. If something cannot be repaired, the group using the facility will be responsible to replace damaged items. Cost of repairs will be the group's responsibility, too.
6. Certain property and equipment items may be loaned to individuals or community groups by request. An honorary donation would be appreciated. Payment will be expected for any damaged equipment. Notification should be made to the Parish Administrator of the dates needed for loaned equipment. Items which have been loaned out should be returned promptly after use.
7. No smoking is permitted anywhere on parish property.
8. The use of alcoholic beverages is not permitted at any time during community events without special permission from Church Council.

9. Leaders are reminded to close interior doors throughout the building for fire safety.
  - A. All groups should have a planned escape route in case of fire, along with a meeting place outside the building.
10. Parish and community groups are to see that the facility is in proper order after their activity and cleared of waste before leaving.
  - A. Tables must be covered before doing any crafts.
  - B. No craft supplies or paint should be used in the kitchen at any time.
  - C. The sink located in the Sexton's closet is to be used for cleaning all craft items. This sink is to be used for washing hands after crafts also.
  - D. Tables and chairs must be cleaned of all debris and spills after an event.
  - E. All spills should be cleaned up immediately.
  - F. The use of glitter is strongly discouraged.
  - G. It is the responsibility of the group to supply garbage bags and cleaning rags for major events or regular meetings such as Scouts.
  - H. Filled garbage bags must be taken to the alleyway behind the stage when a Sexton is not assigned to an event or meeting. For example, Scouts or Vacation Bible School.
11. When the kitchen is used, it must be cleaned up and the stove dials turned OFF.
  - A. Tabletops and counter tops must be cleaned after use.
  - B. The refrigerator should be kept clean.
  - C. If you use the dishcloths and towels, wash and return them promptly.
  - D. If it is in the refrigerator and does not belong to you, do not use it or eat with without permission.
  - E. If you use Saran Wrap, Baggies, etc., replace what you use.
12. Audio-visual, recreational or musical equipment is not to be used without permission or supervision.
13. Adequate supervision must be provided for all functions.
  - A. Two deep adult leadership must be maintained.
  - B. Youth should never be left along.
  - C. Youth should be monitored upon entering and exiting the building.
  - D. Sitting on tables will not be tolerated.
  - E. Placing feet on chairs will not be tolerated.
  - F. Standing on chairs will not be tolerated.
  - G. The stage is not to be used as a play area.
  - H. Jumping off the stage will not be tolerated.
  - I. Hanging on the gym mats will not be tolerated.
  - J. Adult leaders for youth activities must monitor rest rooms on a regular basis, checking for damage and vandalism. All damage must be reported to the Sexton.
  - K. Chewing gum and eating candy during meetings is discouraged.
  - L. Adult supervisors should never leave before all youth are picked up.
  - M. Children who are not involved with a regular meeting must be in the company of a parent or guardian at all times.

#### FEES

1. A schedule of fees and stipends has been set by the Property Committee and approved by Church Council as guidelines for activities involving the use of facilities and/or staff by current active contributing members and non-active members.
2. The waiving of fees for members wishing to use church facilities is not allowed. The procedure is too subjective and can cause many hard feelings. Adopted Dec. 2010

#### YOUTH

1. No loitering in entrance or lounge, nursery, office, kitchen or bathrooms during religious or educational functions.
2. If there is a meeting upstairs, no ball playing, running, screaming or loud whistling will be tolerated.
3. Abuse of facilities or rules will be cause for suspension of attending events.

4. Dances may be held in the gym area with scheduling and approval done in conjunction with Church Council and the rules of the use of facility policy to be followed.
  - A. Appropriate apparel and dancing is expected at all times
  - B. Suspicion of smoking, alcoholic beverages, drugs or sexual misconduct will cause immediate removal.
  - C. Checks are to be made in and around the parish building with frequent checks on the bathrooms.
  - D. Band or DJ should play appropriate music and use proper language at all times.

Approved by Church Council 8/12/86

Amended and approved by Church Council 11/13/90

Amended and approved by Church Council 8/12/97

Amended by Property Committee: Sept. 4, 2012

Approved by Church Council: Sept. 18, 2012

The undersigned hereby indemnifies and holds harmless Zion Evangelical Lutheran Church, Tamaqua, Pa., from all claims or personal and property damage sustained during the use of the facility by the undersigned.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### RULES FOR CHURCH PROPERTY

1. If you open it, close it
2. If you turn it on, turn it off
3. If you unlock it, lock it
4. If you break it, repair it
5. If you can't fix it, report it to the church office
6. If you borrow it, return it
7. If you use it, don't abuse it
8. If you make a mess, clean it up
9. If you move it, put it back
10. If you don't know how to operate it, leave it alone
11. If it belongs to someone else, get permission to use it.