



Prince of Peace Lutheran Church: Building Usage and Rental Policy - (revised October 2022)

A. GENERAL BUILDING USAGE & RENTAL POLICY

The first priority of the church facility is for church sponsored functions. It is also important to be of service to the community for civic, educational, social service, youth, and religious groups whose activities are consistent with the avowed purposes and mission of the Prince of Peace Lutheran Church.

The use of the facilities is limited to non-profit organizations. No person, group, or organization may use the grounds or facilities for commercial or political activities or charge admission fees. Freewill offerings may be received.

For the purpose of this policy, the following definitions apply:

Church-sponsored functions include POP hosting of area, regional or synod meetings or events. Church sponsored events may include hosting of meetings or events of ministry groups with relationships with Prince of Peace

Member-sponsored must be a regular active member of the organization and a member of Prince of Peace Lutheran Church.

Host-member may request (and be approved) to use the facility for private purposes such as a family celebration

Outside-sponsored organization has no affiliation with Prince of Peace Lutheran Church but may be given permission for building use

Support Groups* are those who provide the opportunity for community members to come together and receive support and the availability for open discussion through programming.. (i.e. 12 step program or AA groups)

B. SCHEDULING

1. Activities sponsored by Prince of Peace Lutheran Church officials and members shall have priority over any and all functions by outside organizations (ie: weddings and funerals). It might be necessary to assign another area of the building for other events. Activities must be confined to the assigned area.
2. All requests for 'Building Use and Equipment Rental' forms must be to the Church Office stating time, date, and persons responsible. The requests should be made at least one month prior to the date of the function, if possible.
3. All scheduling shall be cleared by the Church Office and recorded on a master calendar.
4. For ease in scheduling, it is important for groups to vacate the property at the pre-arranged time.

5. Any outside-sponsored* scheduled activity shall require the approval of the Executive Committee and shall be subject to the donation scheduled. The Church may, at its option, require proof of insurance or may request the group to purchase additional insurance.
6. Permission for use of the building by outside-sponsored* organizations should not be considered finalized until confirmed in writing by the church office.

C. GUIDELINES AND PROCEDURES

1. Donations must be paid to the Church Office **two weeks prior** to the scheduled event. Checks should be made payable to Prince of Peace Lutheran Church. Building key deposits are refundable if returned or not used.
2. Removal of any church property must be done with prior approval through the Church Office. A signed receipt form must be furnished by the borrower.
3. There shall be NO SMOKING inside the church building.
4. Alcoholic beverages will be permitted on church property if an *Alcohol Beverage Request Form* is approved by the Prince of Peace Executive Committee. An *Alcoholic Beverage Request Form* must be submitted a month prior to the hosted event. This form can be found on our website.
5. No decorations for special events shall be affixed to the walls.
6. Permanent storage of materials by outside groups will not be provided.
7. Prince of Peace Lutheran Church is not responsible for lost or stolen articles.
8. For a 'member-sponsored'* or 'host member'* event, the sponsoring member must be present at the function and be responsible for the security of the facilities and for general housekeeping or arrange for custodial help.
9. A custodian must be present (for outside groups* only) to inspect and lock up the building prior to group leaving. Key can be returned at this time.
10. The Prince of Peace building and parking lot should be vacated by **midnight**.

D. FEES

Note: There are no fees for building use for member hosted or Church-sponsored events. Custodial services will apply for member hosted events. The Executive Committee retains the right to waive any or all fees on a case by case basis.

1. Any individual or group approved and authorized to use the facilities of Prince of Peace shall be responsible for the payment of damages incurred to this property as a result of its usage, as assessed by the Property Committee.
2. Support Groups* are not held to the prices section F, with the exception of the key deposit. If they choose to give a donation, it can be given as a freewill offering.
3. Donations shall be reviewed annually by the Finance Committee and Operations Committee submitted to the Congregational Council for approval.
4. The church Office Administrator is responsible for administering this policy.
5. Wedding and funeral fees will differ and can be found under their own policies.

Booking Information:

1. Booking deposit is required to hold the date, will be applied to your final charges and must be paid prior to the event being placed on the church calendar.
2. Security deposit is due two weeks prior to the event, and will be refunded 1 week after the event (if no damage is found in the walkthrough post-event).
3. The balance of all fees are due two weeks prior to the event.

further breakdown of pricing can be found below under 'fee schedule

E. HOUSEKEEPING PROCEDURES

1. Every group must appoint a chairperson/host with the responsibility for assuring these procedures are in place and executed throughout the event.
2. All furniture (tables, chairs, etc.) and fixtures must be returned to the normal position.
3. Floors are to be cleaned of all debris at the end of the event. Our vacuum is available as needed.
4. All papers, cups, trash etc. must be cleared and bagged for disposal.
5. Tie and have trash bags taken to the furnace room.
6. Unplug, empty, and clean coffee pots. Put coffee, tea, etc. containers in the cupboards. Wash any used dishes, cutlery, etc. and place in the drying racks.
7. Properly dispose of any extra food you are not taking home. Do not put unused food in the refrigerator. If you plan to use it again, put it in the freezer and clearly label it using the following template (Name of Group: date of use).
8. Electrical appliances and gas stove must not be used without prior written permission of the church Office Administrator.
9. Use of our gas stove will require additional training prior to the event with our maintenance staff.
10. Before leaving, make sure all windows are closed and return draperies to their original position
11. Turn off all lights - remember to check all bathrooms
12. Lock all doors. Reminder: if your group is not in a space to monitor doors, lock the outside door when the event or meeting begins.
13. Do not adjust the thermostats. POP maintenance staff prepares spaces prior to use.

F. SUGGESTED DONATION and MAINTENANCE FEES

	Member/Church Sponsored	Outside Sponsored
Booking (<i>applied toward final total</i>)	\$150	\$150
Security (<i>refundable</i>)	\$150	\$250
Key Deposit (<i>refundable</i>)	\$10	\$10
Building Areas		
Sanctuary & Narthex	waived	\$75/hour
<i>*additions*</i>		<i>*not per hour*</i>
Piano	included	\$25
Microphone	included	\$25
Special Requests	included	TBD by request
Fellowship Hall	waived	\$125/hour
Library or Charter Room	waived	\$40/hour
Christian Education Rooms (each)	waived	\$35
Kitchen (serving dishes included)	waived	\$30
<i>*additions*</i>		
Food Storage	included	included
Food Preparation	\$10	\$10
Gas Stove	\$30	\$30
Custodial Care (Required Fee)		
Minimum	\$28/hour/person	\$28/hour/person
Set Up	\$30	\$30
Clean Up	\$50	\$50
Tear Down	\$30	\$30
After 10 p.m.	\$70	\$70