

POLICY and PROCEDURE
St Luke Lutheran Church of Sacramento, California

Number: P&P-2022-1
Title: FACILITY USE
Board/Committee: Finance Board
Effective Date: August 16, 2022, Revised 6/20/23
Voided Date:

References: Constitution/Bylaws –C12.05.01, C13.17.07(d)

Definition/Purpose: We are blessed with well-maintained facilities that can be used to support a range of activities to include church groups, individuals, community groups or other nonprofit or not-for-profit organizations in accordance with our mission to Spread, Serve, and Share.

In accordance with the St. Luke Lutheran Church Constitution/Bylaws, this document outlines the management of the financial and property matters regarding facility use and the responsibilities of the Finance Board, the designated Facilities Coordinator (Community Concerns Board), and the Office Staff for these matters.

Responsibilities:

- a. Finance Board – The Finance Board has primary responsibility for oversight management of both short-term and long-term use agreements.
- b. Community Concerns Board – A designated person or persons withing the Community Concerns Board performs the duties as “St. Luke Facility Use Coordinator” and implements the various procedures while interfacing with the users on room use, fees, agreements, etc.
- c. Church Office Staff – The Church Office Staff, during normal business hours, are initial points of contact for any onsite questions or needs and assist the Facilities Coordinator in establishing an overall facility-use schedule.

Governing Guidelines: St. Luke Lutheran Church (St. Luke) strives to be in the position to provide the use of its facilities to its members, as well as community members, with priority on religious, cultural, recreational, educational, preventative, and civic activities.

St. Luke has developed the Facility Use Agreement (“Agreement”) to assist both users and St Luke in maintaining clean and safe facilities for various approved activities. The “Agreement” (see Attachment 1) outlines the various specific guidelines and procedures, etc. for facility users, as well as, any other specifics that might apply, such as liability requirements and expectations, procedures for equipment use, and after-use responsibilities.

An “Agreement” is the document for potential users to provide desired dates, times, contact information, and desired area for use. Included are the various areas/rooms desired, appropriate fees, liability requirements, and conditions of use. The “Agreement” also includes a signature area where the potential user agrees with the various conditions of use and procedures, and space for the St. Luke Facility Use Coordinator to sign and approve the proposed “Agreement”.

St. Luke does not allow rental of any equipment for events outside the facilities, including, but not limited to, tables, chairs, kitchen equipment, etc.

St. Luke Lutheran Church Activities: Use of the facilities for church activities is encouraged. For coordination and scheduling purposes, all church groups must complete an “Agreement” and receive approval. This seems trivial, but mitigates any conflicts and overlapping room reservations. For some activities, the “Agreement” might be a standing order on a set schedule; however, any deviations for additional or changes in the desired space needs are to be coordinated in advance of the scheduled event.

Facility Use Fees: The “Agreement” provides a list of the various fees for each room or area potentially available for use. These fees should be reviewed periodically by St. Luke to ensure they are reasonable and allow for any required facility maintenance, utilities, etc.

St. Luke events are exempt from the space fees but should be scheduled to avoid any scheduling conflicts.

Fees for “St. Luke-Approved Charitable Organizations”, as defined in this P&P, may be negotiated to a reduced donation. To become a St. Luke-Approved Charitable Organizations, the organization shall follow the procedures outlined in the “Agreement”. St. Luke reserves the right to cancel any previously approved St. Luke charitable organization with a 15-day notice.

To reserve a space for a specific time and date requires a deposit as shown in the “Agreement”. This deposit will be applied to the total use charges; if the space is not used, the deposit is non-refundable.

Liability Insurance: If the Facilities Coordinator believes the potential “Agreement” might expose St. Luke to unreasonable liability risks, the “Agreement” will require the organization or person using the facilities to have liability insurance. If questionable, the Coordinator should consult with the Finance Board for directions.

Weddings: *Under development.*

Funerals and Funeral Luncheons: As identified in the “Agreement” (Attachment 1), funerals are an integral part of the ministry and outreach of St. Luke. They are unpredictable during the schedule development but must take priority over other scheduled events. Communication regarding funeral events with other scheduled facility users must be a high priority to increase awareness and allow for any adaptations.

Security: For all events using the St. Luke facilities, the security of the participants and the facility itself are vital. All efforts will be made to control key distribution and return. For evening or nighttime events, existing lighting of the parking lot and building exterior must be sufficient to provide a safe environment. Any malfunctions in the lights, etc. need to be reported immediately for timely correction.

APPROVED:

Signature of Church Secretary (officer) Date Approved

VOIDED:

Signature of Church Secretary (officer) Date Voided