

## **POLICY and PROCEDURE**

### **St Luke Lutheran Church of Sacramento, California**

**Number:** P&P-2022-1  
**Title:** FACILITY USE  
**Board/Committee:** Finance Board  
**Effective Date:** 08/16/2022  
**Voided Date:**

**References:** Constitution/Bylaws –C12.05.01, C13.17.07

**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 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. The Finance Board has primary responsibility for oversight management of both short-term and long-term use agreements.
- b. The Community Concerns Board performs the duties as Facilities Coordinator and implements the various procedures while interfacing with the users on room use, fees, agreements, etc.
- c. The Church Office Staff, during normal business hours, are initial points of contact for any on-site questions or needs and assist the Facilities Coordinator in establishing an overall facility use schedule.

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

A Facility Use Application and Agreement (“Application”) is the vehicle 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 (Attachment 2). The Application also includes a signature area where the potential user agrees with the various conditions of use and procedures, with space for the Facilities Coordinator to sign and approve the proposed use agreement.

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

**Facility Use Fees:** The Application (Attachment 2) 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 covering any required maintenance for the facilities, utilities, etc. St. Luke events are not susceptible to fees but should be scheduled to avoid any schedule conflicts, as mentioned above.

For St. Luke-approved charitable organizations, the fees may be waived or negotiated to a reduced donation. Use by St. Luke members for private use (birthday parties, etc.) is permitted with fees reduced by 50 percent of the listed fee. However, the listed cleaning charge might still apply for either of these uses if the space is not returned to its original condition/configuration prior to the use.

To reserve a space for a specific time and date requires a deposit as shown in the Application (Attachment 2). This deposit will be applied to the total use charges; if the space is not used, the deposit is non-refundable.

**Liability Insurance:** There might be some events or use that would require the organization or person using the facilities to have liability insurance. Depending on St. Luke insurance requirements, prior to the scheduled event, the user might need to provide the appropriate coverage for the scheduled activity and provide a Certificate of Liability Insurance, to include naming St. Luke as an additional insured.

### **Special Uses:**

**Weddings** – Applications for use of the facilities in conjunction with weddings, will follow these guidelines and the procedures identified in the St. Luke Wedding Policy and Procedures.

**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 in 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*