

## Facilities Use Policy

November 2012

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| Introduction             | This Facility Use Policy applies to all outside groups, including member groups and members hosting outside groups, who wish to use Immanuel Lutheran Church. The Master Calendar & Facility Use Request must be completed and turned into the church office during normal working hours (Monday-Friday, 8:30am-4:30pm), no less than ten (10) working days prior to the planned event/activity. All reservations are considered tentative until the applicant confirms with the church office staff that the Master Calendar & Facility Use Request is approved. Organizations that meet regularly should make reservations each September for the coming year.   |
| Applicant Responsibility | The person signing the Master Calendar & Facility Use Request shall be held liable for the compliance of all rules governing the use of the facility and its grounds.  |
| Who May Use The Building | Immanuel Lutheran Church may be used by community, charity and civic groups as well as by members of Immanuel. All usage is subject to the approval of the Senior Pastor & or the Executive Committee or their designees, provided: <ol style="list-style-type: none"> <li>1. Space is available,</li> <li>2. Use does not conflict with congregational sponsored group activities</li> <li>3. Use does not conflict with terms of Immanuel's insurance coverage,</li> <li>4. The activities of such user groups do not conflict with the teachings of the ELCA or of Immanuel Lutheran Church, such determination being the responsibility of the Senior Pastor and/or the Executive Committee of the Congregation Council.</li> <li>5. Use is not for business or commercial events benefiting individuals or corporations.</li> </ol> |
| Fees                     | Generally, there is no charge for the groups outlined above to use the facility, though free-will offerings are always welcome. However, Outside Groups that charge for admission to an event will be charged a \$75 custodial service fee. In addition, a donation to Immanuel from these groups is strongly encouraged. Consider \$100 or 5% of gross proceeds. The \$75 custodial service fee will also be charged to Immanuel members using the facility for family events (anniversaries, birthdays, graduations, etc.)   |
| Restricted Uses          | <ol style="list-style-type: none"> <li>1. Use of alcohol or illegal drugs is strictly forbidden anywhere within the facilities or on its grounds.</li> <li>2. Use of tobacco in any form is strictly forbidden within the facility.</li> <li>3. Use of or possession of knives, firearms, or weapons of any type are strictly forbidden within the facilities or on its grounds.</li> <li>4. Plans for any campfires shall be noted upon the Master Calendar &amp; Facility Use Request at the time it is submitted. If permitted, campfires shall conform to the ordinances and regulations of the City of Eden Prairie. The Eden Prairie Fire Department shall be notified before any campfires are lit. Proper adult supervision is required to be present for all campfires until they are completely extinguished.</li> </ol>       |

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| Restricted Areas of Use                | <ol style="list-style-type: none"> <li>1. Sanctuary – All groups shall respect the Sanctuary as a place of worship. Usage is restricted to appropriate and respectful behavior. No food or drink is allowed in the Sanctuary. The Senior Pastor and/or the Executive Committee shall review all requests for use of the Sanctuary.</li> <li>2. Kitchen-Any group, including Immanuel members, planning on using the kitchen for food preparation must so indicate on the Master Calendar &amp; Facility Use Request form when it is submitted for review. ALL GROUPS THAT REQUEST USE OF THE KITCHEN MUST HAVE A PERSON TRAINED IN PROPER USE OF THE KITCHEN AND KITCHEN EQUIPMENT, AND THAT PERSON MUST BE ON SITE DURING THE EVENT.<br/>Outside groups granted permission to use the kitchen provide their own kitchen supplies (food and paper goods). All groups granted permission to use the kitchen shall pick up all trash, wash all dishes and coffeepots, wipe off all counters, sweep and mop the floor, and put all materials away properly.</li> <li>3. Office-The Church Office, including all office equipment is not available for use by any outside group.</li> </ol> |
| Maintenance Duties of User Groups      | <p>All groups are expected to return the space being used back to the condition in which they were found. This includes all trash shall be removed, the floors shall be vacuumed, black boards shall be erased, and tables and chairs shall be returned to their original arrangement. No groups are granted unrestricted use of the entire facility. Only rooms that have been approved for use on the Master Calendar &amp; Facility Use Request may be used. Rooms that are locked are not to be unlocked.</p>   |
| Closing/Security Duties of User Groups | <p>The last group or individual to leave the facility must make certain that all lights are off and that all doors are locked. This includes even in those areas that were not used by your group. If for some reason the doors cannot be locked, the person responsible for the activity/event shall immediately call one of the following:</p> <p>Church Custodian – Darrell Fusaro (952) 949-9519<br/> Properties Committee Chairman-Brian Heinzen (952) 974-5061<br/> Church Administrator-Bill Hawkins (952) 937-9654<br/> Senior Pastor-Paul Nelson (952) 937-2596</p>  |
| Use of Church Equipment                | <p>Specific equipment may be available for use by the requesting group. Requests for use of church owned equipment must be included on the Master Calendar &amp; Facility Use Request at the time it is submitted for review. Use of any church owned equipment shall be by qualified individuals only. No church owned equipment shall leave the premises.</p>   |
| Supervision Of Youth Groups            | <p>All youth groups, including but not limited to, Boy Scouts, Cub Scouts, Girl Scouts, Brownies, 4-H and Immanuel youth groups, are required to have enough adults present to insure proper supervision of those attending as well as to assure safety of the facilities and the participants.</p>   |

## Liability

1. Under the terms of Immanuel's insurance carrier, all outside groups submitting a Master Calendar & Facility Use Request must attach a current certificate of insurance that shows the term and limits of the applicant's liability. Such Certificate of Insurance shall also name Immanuel Lutheran Church of Eden Prairie as a co-insured.
2. The applicant agrees to assume full responsibility for any and all injury to persons within the facility or upon its grounds during the time the facilities are in use under the Master Calendar & Facility Use Request.
3. The applicant agrees to assume full responsibility for any and all damages to any and all property within the facility or upon its grounds during the time the facilities are in use under the Master Calendar & Facility Use Request.
4. Any and all personal injury or property damage is to be reported to the church within 24 hours of the occurrence. If a group fails to provide a satisfactory replacement or payment for any loss or damage that occurs during use of the facilities or its grounds during the time they are in use under the terms of the Master Calendar & Facility Use Request, they will forfeit all rights to future use of the facility or its grounds.
5. Immanuel shall have no liability for loss of personal effects of participants of any and all events/activities. Immanuel shall have no liability for any and all injury sustained by or to persons using the facilities or ground during an approved event/activity.