

New Life Evangelical Lutheran Church
Lake Zurich, Illinois
Building Use Guidelines / Rules and Regulations

..rooted in the word, growing in faith, reaching out to our uprooted world.

We, the members of New Life Lutheran Church, believe the Bible as the true word of God for every field of Life; apply God's word to our daily lives in praise of His great name; teach God's word in our circles of relationships, so we may grow in faith and fellowship, as we walk in the promise of eternal Life.

The members of New Life Lutheran Church are thankful for their building, grounds and equipment, view them as gifts from God, and desire to be good stewards of these gifts so that their use will honor and glorify God. It is the policy of New Life Lutheran Church to use its building and facility resources to the fullest extent possible in achieving the ministry goals of the Church. To that end, the building is made available to New Life Lutheran groups on a reservation basis. It is also the policy that the buildings use provides a service to the community and provides no conflicts to Church programs or New Life Lutheran's ministry goals.

Use of the building is not available to non-member sponsored for-profit or fund-raising organizations or any other group whose purposes are not compatible with New Life Lutheran's mission and goals to spread the good news of the Gospel to the world All building use scheduling and permission is by the authority of New Life Lutheran's Council or its delegate the Building Use Coordinator.

Guidelines / Rules and Regulations

- 1) All requests for use of the Church facility must be made in writing to the Building Use Coordinator. Conditions for use: decisions regarding the use of the facility are determined primarily by evaluating whether the proposed use provides an observable benefit to the ministry as outlined by the policy statement.
- 2) All applications are subject to review and may take as long as four weeks for approval. Use of the building by non-Church groups will not be guaranteed more than three months prior to the event. Room assignments may change as necessitated by Church usage.

- 3) The use of New Life Lutheran Church's facilities is restricted to areas approved by the Building Use Coordinator.
- 4) New Life Lutheran Church's Chapel is not to be used for non-church sponsored activities.
- 5) All outside (non-Church) groups must provide a certificate of insurance which names New Life Lutheran Church as additional insured or sign New Life Lutheran Church's hold harmless agreement. Non-Church groups may be assessed a building use fee. This fee is to help defray the cost of building heating and maintenance. This fee may be waived by decision of the New Life Lutheran Council or the Building Use Coordinator. The sale, serving and/or consumption of alcoholic beverages is not permitted in Church buildings or on Church grounds.
- 6) Smoking is not permitted inside New Life Lutheran's Church or Education buildings.
- 7) Smoking is not permitted within fifteen feet of New Life Lutheran's church or education entrances or exits.
- 8) Signs, posters, and flyers for event use or event publicity may not be posted without written permission from the Building Use Coordinator.
- 9) Care, respect, and good stewardship of the Church building, facilities and grounds are expected of each group. Courtesy to other users is required. Groups which fail to meet these expectations may lose permission to use the building.
- 10) Any group requiring special custodial assistance will be charged a fee for services.
- 11) Groups will be held responsible for any damage to the building or equipment incurred during their use. Groups may be required to provide full repair or replacement costs for damage. Groups whose use necessitates more than normal cleaning will be assessed an additional fee.
- 12) Classrooms and other permanently set rooms are to be left by the groups in the same condition and set-up as found.
- 13) All groups must have a designated leader and contact person. Youth and children's groups must have an adult leader (over the age of 21) present at all times.

- 14) Non-Church groups should not expect the use of the Church telephones.
- 15) Building use permission does not include the use of New Life Lutheran's kitchen. The kitchen may only be used by special permission granted by the New Life Lutheran Church's Council or the Building Use Coordinator. Use of the Church audio-visual equipment is exclusive to Church-sponsored groups and is not permitted to be taken offsite without special approval.
- 16) Use of the Church's coffee makers and other equipment must be requested at the time of building use application and will be granted at the sole discretion of the Building Use Coordinator. Groups must bring their own coffee and supplies for use at their event.
- 17) Continuing use of the Church facility is subject to quarterly review.
- 18) These rules and regulations are subject to change and amendment. Additional and particular use conditions may be set for any request.
- 19) New Life Lutheran Church reserves the right to pre-empt any scheduled activity as deemed necessary in order to facilitate Church programs. Schedule groups will be notified at the earliest possible time.
- 20) The requesting group and their attendees are responsible for damage or loss of property or private vehicles while on Church premises or grounds.
- 21) All events must conclude by 9:30 pm.

Procedure for Building Use Coordinator

- 1) Verify the intended building activity is consistent with New Life Lutheran Church's values and stated policies.
- 2) Determine that room set up and equipment needs can be accommodated.
- 3) Determine if any fees are applicable.
- 4) Collect all applicable fees and advise Financial Secretary.
- 5) Review building use guidelines with requesting party as they pertain to event.
- 6) Supply building use guidelines to requesting party.

- 7) Obtain proof of liability insurance coverage or signed hold harmless form for "Non-Church Member Use" requests and retain copy.
- 8) Building Use Coordinator will provide a monthly report to the Property Committee Chairman on building use. Report will include any fees collected, building use and upcoming building use plans. Property Committee Chairman will provide report to council monthly.

Building and Equipment Use Guidelines

Kitchen Usage:

- 1) Kitchen can only be used when approved with request for building usage.
- 2) It is the responsibility of the requesting party to clean kitchen and return to condition prior to their use.
- 3) Requesting party is responsible for any damages and will be assessed a fee for repair or replacement of damaged property or articles.

Audio, Video Usage:

- 1) It is not New Life Lutheran Church's policy to provide audio / video equipment for member or non-member use.
- 2) If the use of New Life Lutheran Church's audio / video equipment is needed the request must be approved by the Building Use Coordinator.
- 3) Requestors may not bring their own audio / video equipment into New Lutheran Church's facility without prior approval of the New Life Lutheran Building Use Coordinator.

Refreshments: Dependent on decision made for number 16 under Guidelines / Rules and Regulations

- 1) Requesting party may bring light snacks and their own non-alcoholic beverages.
- 2) Requesting party will supply their own cups, plates and utensils as needed for snacks and beverages.
- 3) Requesting party must clean up all waste from their event and place in trash receptacle provided.
- 4) Requesting party maybe assessed a fee if facility is not returned to condition prior to use.

Use Application:

New Life Lutheran Church Building Use Application Form

Name of Group: _____

Type of Event: Meeting Training Social Other _____

Description of Event: _____

Contact Person: _____

Phone Number: _____

Email: _____

Sponsor(Member name if applicable) _____

Phone Number: _____

Email: _____

Date of Event: _____ Recurring: Yes No, If yes how often:

Time and Duration: _____

Fee: _____

Indemnification: (non-member hold harmless agreement) _____

Will refreshments be served? _____

Will New Life Lutheran's audio / video equipment be needed? _____

Will audio / video equipment be used? _____

Number of people expected to attend event _____

Contact Person Signature: _____ Date _____

Sponsor Signature (If applicable) _____ Date _____

Building Use Coordinator approval:

Signature _____ Date _____