

# Grace Lutheran Church

## Facilities and Property Use Policy



**Grace Lutheran Church**  
**Evangelical Lutheran Church in America**  
God's work. Our hands.

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Approved by Council 2/14/16

**OUR PURPOSE:**

Transforming lives through Christ

**OUR CORE VALUES:**

- Being a nurturing family of faith
- Growing faith in God the Father, Son & Holy Spirit
- Serving others with the heart of Jesus
- Seeking unity in Christ
- Embracing people seeking Christ

**OUR MISSION:**

We believe that God in Christ is central to all life and we WORSHIP him through TELLING his story, GROWING in faith, SUPPORTING each other and CARING for his world.

**OUR VISION:**

Each person is connected and nurtured in smaller groups while strengthening relationships within the larger church family. The mature in faith find renewed vitality and joy in mentoring the faith of younger believers. Sharing faith and growing disciples of Jesus Christ are life giving and contagious passions among members and their families. Grace is a beehive of ministries, buzzing with preschoolers, study groups, service groups, recreational and community groups – each growing in faith in their own unique way. A multitude of Spirit-led, equipped servants streams forth into Henderson County and beyond, bringing the love of Jesus to life among members and others in the community.

**CHURCH SERVICE TIMES:**

Worship at 8:15 & 9:45 a.m. (traditional) / 11:15 a.m. (contemporary)

Spanish Worship at 11:15 a.m.

Second Sunday Combined Spanish and Contemporary Worship at 11:15 a.m.

9:15 a.m. Fellowship & Coffee Hour

9:45 a.m. Sunday school for all ages (children's program during school year)

## **FACILITIES AND PROPERTY USE POLICY TABLE OF CONTENTS:**

1. Facilities Use Philosophy
2. Use of Facilities
3. User Groups
4. Obligation of Church
5. Obligation of User
6. Permitted Activities
7. Non-permitted Activities
8. Request Approval Procedure
9. Deposits and Fees
10. Staff Responsibility
11. Use of Stull Hall & Fellowship Kitchens
12. Requests for Kitchen Use
13. Safe Kitchen Use
14. Fire Procedure
15. Stull Hall, Fellowship Hall and General Room Use
16. Stull Hall Equipment Use
17. Fellowship Hall Equipment Use

## **DEFINITIONS:**

### **COUNCIL EXECUTIVE COMMITTEE:**

Council Executive Committee: Senior Pastor, Council President, Council Vice President, and Treasurer.

### **FACILITIES:**

Grace Lutheran Church includes the use of the physical facilities which includes restrooms, standard environmental control and approved meeting space both inside and outside. Use of the facilities does not include classroom, arts and crafts or office supplies, musical instruments, musical apparatus or printed materials, food, kitchen equipment or supplies, and electronic equipment except as approved for use and defined in the **Facilities Use Request**.

### **YOUTH:**

6<sup>th</sup> grade or eleven years of age to adult

### **CHILD:**

Under 11 years of age

### **1. FACILITIES USE PHILOSOPHY:**

God has entrusted to Grace Lutheran Church beautiful, physical resources. Each day our church is a hub of activity, worship and education. In keeping with our mission, we have created the following guidelines for the use of these facilities. These are an extension of our stewardship of the resources which God has placed in our care and as a tool consistent with the mission, purpose, values and ministry of our church.

### **2. USE OF FACILITIES:**

Grace Lutheran Church is a community-friendly, environmentally-aware church which opens its doors for lawful and moral purposes. These facilities are generally to be used for Christian worship, meetings, education and training, social events and celebrations. Approval to use the facilities is at the discretion of the Council Executive Committee based on the procedures outlined in this policy.

The use of facilities may not be assigned from one group to another. Any change from the original Facilities Use Request and Agreement requires a resubmission of the request and must be approved by the Parish Executive Assistant.

### **3. USER GROUPS:**

Grace Lutheran Church permits the use of its church facilities as follows and in the priority listed, if arranged and approved in advance.

- 1) Grace Lutheran Church ministries and church activities
- 2) Ministry related not for profit groups
- 3) Other not for profit groups
- 4) Grace Lutheran Church members and immediate family

Priority for scheduling will be given to Grace Lutheran Church sponsored activities, self-help groups, associated member or ministry groups and member activities. All facilities are used on a regular basis by the church; all non-church uses must be scheduled around church uses.

For wedding use, see **Wedding Brochure** in addition to the policies listed herein.

### **4. OBLIGATION OF THE CHURCH:**

User agrees and understands they are using the facilities of Grace Lutheran Church freely and voluntarily and have received no warranty or guarantee from any party acting on behalf of Grace Lutheran Church whatsoever. The user further agrees that Grace Lutheran Church assumes no liability for personal injuries or lost or damaged personal property of individuals or groups using church facilities. Grace Lutheran Church is not responsible for providing personnel to guard and assist attendees or the general public or group leaders.

Grace Lutheran Church reserves the right to terminate use of the church facilities by any individual or group at any time for any reason.

## 5. OBLIGATION OF USER:

A signed **Facilities Use Request** and agreement between Grace Lutheran Church and the responsible group contact person must be submitted and approved. Fees and deposits must be paid to secure the use of the facilities. All responsibility for the use of the church facilities is vested in the named responsible person also known as the group leader, group sponsor or group contact and as agreed upon in the **Facilities Use Request**.

Individuals or groups are responsible for cost of the repair or replacement of any damages caused during the use of the facilities. The compensation for unauthorized use of classroom supplies, arts and crafts supplies, kitchen supplies and equipment, musical instruments, musical apparatus and printed materials, or electronic equipment will be paid by the named responsible person or withheld from the deposit on file and determined by the Grace Lutheran Parish Executive Assistant, Building and Grounds Ministry or church staff. The method or means of repair or replacement and the cost incurred for damage or vandalism to church property shall be at the discretion of the church's Building and Grounds Ministry representative. Refusal of payment or untimely payment for damages, vandalism or unauthorized use of supplies, kitchen equipment, musical instruments, musical apparatus, printed materials, playground, athletic equipment or electronic equipment will be interpreted as a violation of the user agreement and may result in termination of the ongoing use or denial of future use.

Implementing and maintaining adequate security, access control, incident reporting and appropriate child protection procedures on the church premises are the sole responsibility of the user. Any accidents or damage must be reported to a member of the church staff immediately on the **Incident Form** provided. The adequacy of implementation and maintaining of security, access control and child protection procedures by the user on the church premises are at the discretion of the Parish Executive Assistant. Grace Lutheran Church may require, in some instances, providing security officers or other personnel to guard and assist attendees. User will be notified at the time of event approval if security personnel are required.

Users may be required to submit proof of general liability insurance coverage as well as church supervision/protection documentation before approval may be granted for use of the facilities.

All activities/events which include youth or children must be supervised at all times while on church property before, during and after activities/events by at least two adult leaders or guardians who are approved under the Child Protection Policy or certified by sponsoring group. All activities/events involving youth or children must comply with the Child Protection Policy which applies to the organization contracting to use the facilities.

Approved user must be trained by a staff member when using any equipment.

## 6. PERMITTED ACTIVITIES:

In addition to worship and various forms of prayer, study and training/educational groups, facilities may be used for: meetings, social gatherings, meals, concerts, receptions, celebrations, entertainment and other specifically approved activities. An approved group may use the church premises only for the purpose(s) detailed and approved in the **Facilities Use Request**. The following rules apply to permitted activities:

- Activities involving youth or children participation require adult supervision in accordance with the Child Protection Policy.
- Social activities, fellowship, receptions which include beer and/or wine must have a named responsible person to control to whom and how much beer and wine is served. All beer and wine must be served from a central stationary point. **No alcohol may be served when anyone under age 21 is present at an event.**
- Activities are to be limited to those areas of Grace Lutheran Church that have been approved and reserved.
- Receptions, parties and dinner/dancing are allowed in Fellowship Hall or Stull Hall; available based upon size and event.
- Recurring approved small groups (i.e. 4H, Scouts, AA etc.) may use the Fellowship Hall kitchen.
- When youth assist in Stull Hall or Fellowship Hall kitchen adult supervision is required.
- All activities are to conclude by 10 p.m. with the exception of overnight retreats.
- Events are scheduled Monday – Thursday. Friday afternoon – Sunday events are not generally permitted. Weddings are permitted Friday – Sunday.

## 7. NON-PERMITTED ACTIVITIES:

Use of the facilities will not be permitted to any extremist groups, for political activities or by other groups whose purposes infringe on the rights of others or conflict with the purpose and values of Grace Lutheran Church. The use of the facilities will not be permitted for any unlawful, immoral or any other use that may constitute a nuisance or in a manner which disturbs other members of the community.

The use of the facilities is to be primarily for not-for-profit purposes. Admission charges or entrance fees, monetary donations for activities or events may be requested provided previous notification and specific approval by Council Executive Committee.

The following activities are not permitted:

- Grace Lutheran Church is a tobacco free campus; the use of tobacco on any part of the Grace campus indoors and outdoors is prohibited.
- Inappropriate language, music or any behavior which is not consistent with the beliefs and practices of Grace Lutheran Church.
- Illegal drugs in any form.
- Serving alcohol when anyone under the age of 21 is present.
- Gambling or gaming for monetary prizes or gifts valued at greater than \$25.
- Hard liquor or “Bring Your Own” alcohol events.

## 8. REQUEST APPROVAL PROCEDURE:

All reservations must be approved and documented. A **Facilities Use Request** must be completed and submitted to the Parish Executive Assistant. Please see **Wedding Brochure** for wedding approval procedures.

1. **Facility Use Request** and deposits must be submitted three (3) weeks in advance (minimum). Six to twelve (6-12) weeks is recommended. **Outside requests less than three (3) weeks will not be considered.** **Facility Use Request** is available from the Executive Director via email or online at [gracehendersonville.com](http://gracehendersonville.com).
2. The Parish Executive Assistant will check the calendar for availability.
3. Approval and appropriateness for use of church facilities and equipment will be determined within seven (7) business days of application. User will be notified of request approval. All decisions are final. Preference is given to groups listed under **USER GROUPS** (p.4).
4. Fees will be determined based on the **Fee Schedule**. See information under **DEPOSITS AND FEES** (p.7).
5. All special requests and instructions will be forwarded to the appropriate responsible persons. It will be the responsibility of the user to arrange for all services and set ups required no less than three (3) weeks in advance. Last minute requests may not be provided.
6. All keys and equipment can be secured up to one (1) week prior to an event and must be returned within three (3) business days to the Parish Executive Assistant. Failure to do so may result in loss of deposits.

## 9. DEPOSITS AND FEES:

A **Fee Schedule** is used to determine fees and deposits applied to all groups. Failure to place deposits will nullify approval and release the reserved date. Remuneration and deposits may be charged to reimburse operating and staff/custodial expenses. Fees may be amended or waived by the Council Executive Committee. Specific fees for weddings are found in the Wedding Brochure.

A refundable deposit of \$20 is required for each church key/fob needed for the use of the church facilities. There is a two key/fob maximum per user group. User must return keys to the church office no later than three (3) business days after the event or termination of the Facilities Agreement.

When set ups outside of a room's typical arrangement are requested, custodian fees will be charged. If custodian fees are unpaid, the user is responsible for set-up, clean-up and re-set. It is expected that rooms be returned to set up diagram provided. All set up requests must be made three (3) weeks prior to an event.

## 10. STAFF RESPONSIBILITY:

Parish Executive Assistant: scheduling, approval process, coordination, and communication.

Custodial: Set-up and clean-up according to the fee schedule and policies above.

Food Services Manager: Oversight of food services, catering, and kitchen use.

## **11. USE OF STULL HALL & FELLOWSHIP HALL KITCHENS:**

The kitchens at Grace support the congregation's core values of being a nurturing family of faith. The kitchens are intended for church activities and other groups as defined and approved for use by this policy and the **Facilities Use Request**. Fellowship Hall Kitchen is generally available for most events. Stull Hall kitchen is available after approval by special request and upon training by or contracted services of the Food Service Manager.

Grace Lutheran Church and paid personnel or volunteers shall have no responsibility or liability for any food or beverage served, including, but not limited to the condition, quality or safety of any food or beverage.

## **12. REQUESTS FOR KITCHEN USE:**

Requested Stull Hall and Fellowship Hall kitchen use must be approved in advance through the procedures outlined in this **Facilities and Property Use Policy** subject to fees established by the Grace Lutheran Church Council.

The Food Service Manager or a trained volunteer with knowledge in the proper use of the kitchen equipment as well as knowledge of safe food handling practices must be on duty when any group uses Stull Hall kitchen.

## **13. SAFE KITCHEN USE:**

The United States Department of Agriculture Food Safety and Inspection Service "Cooking for Groups; A Volunteers Guide to Food Safety" is the adopted manual for Grace Lutheran Church safe food safety procedures.

### **Always follow these steps to keep food safe:**

- Clean: Wash hands and surfaces often.
- Separate: Separate raw meats from other foods.
- Cook: Cook to the right temperature.
- Chill: Refrigerate food promptly.

### **To avoid cross contamination in Stull Hall kitchen:**

- The stainless steel work table adjacent from the stove is used for meat preparation only.
- The stainless steel sink with work table is used for fruit and vegetable preparation only.
- The stainless steel work table adjacent from the entry door is for all other food prep.

### **Proper cleaning technique (Stull Hall and Fellowship Hall Kitchen):**

- Wipe tables clean and spray with marked spray bottle of sanitizer.
- Cutting and carving knives should be hand washed and dried then returned to their proper place.

Complete all tasks in **Kitchen Cleaning Checklist**, fill in checklist and leave on the receptionist counter for review. Failure to do so may result in a loss of deposit.



#### **14. FIRE PROCEDURE:**

When an alarm sounds call 911 if any injury has occurred although the alarm panel will notify fire and rescue automatically. Exit the facility by proceeding to the closest marked exit doors.

All guests should go to the appropriate WAITING AREAS. NO ONE SHALL PROCEED TO THEIR VEHICLES; no cars shall be moved or allowed to exit while incoming fire equipment arrives. All persons shall remain in the WAITING AREAS until advised to return or leave the grounds.

IF NO FIRE IS REPORTED and there is no evidence of smoke, smell or heat, TREAT IT AS A FALSE ALARM. Call staff to correct the issue. Call Simplex-Grinnell at 888-746-7539 to report the alarm if a false alarm has occurred.

#### **15. STULL HALL, FELLOWSHIP HALL & GENERAL ROOM USE:**

Areas used should be left in the same clean orderly condition in which found or as approved in **Facilities Use Request**. Failure to comply with these guidelines may result in possible forfeiture of deposit.

All food and drinks should be contained in Stull or Fellowship Hall during the entire use of facility. Do not exit the hall with food or drink in common areas, outside, bathrooms, classrooms, hallways, etc. Doing so will result in additional cleaning responsibilities.

At least one (1) week prior to event, responsible person will meet with Parish Executive Assistant and/or custodian to review cleaning policy and location of cleaning materials.

#### **Clean up responsibilities:**

- Arrange chairs, tables, and stage in the formation they were originally found.
- All outside decorations must be removed; nothing shall be posted, taped, or tacked to walls or other surfaces.
- Return audio visual equipment to wall unplugged.
- Wipe down surfaces including: chairs, tables, counters, walls, etc. with a clean damp cloth as needed.
- Sweep floors ensuring all food and dirt are removed.
- All trash is to be placed outside in the rear dumpster. To avoid spilling liquids, take the garbage cans to the outside dumpster area and remove plastic liner bags there. Ensure dumpster lid is closed afterwards.
- Dumpster code is located on a sign at the rear exit doors.
- Replace trash bag(s) with clean liners.

#### **Bathrooms, outside facilities, walkways and common areas:**

- Wipe down surfaces where stains or spills have occurred.
- Remove trash and replace bags (bags inside cans).
- Pick up trash and debris on the ground.
- Sweep floors as necessary.
- Turn off water and lights in all areas.
- Ensure exterior doors are clear, locked and latched before exiting the facility.

## **16. STULL HALL EQUIPMENT USE:**

The Stull Hall kitchen shall remain locked during your event, unless its use is approved. Walkway from Stull Hall to Fellowship Hall shall remain open and available for access to Fellowship Hall kitchen where ice is available for use.

Training for audio visual equipment should be scheduled at least one (1) week prior to event during business hours Monday – Friday 9 a.m. to 4 p.m. Mac computer conversion cords and music cables are not provided.

### **Lights:**

Ceiling light switches are located on the wall to the right as you enter the main doors.

### **TV system:**

TV Screens are to be requested on the **Facilities Use Request**. Screens must be plugged in before you can turn on the video system by using the switch located on the right hand side. Turn on the DVD player, open the DVD drawer and put in the DVD. You must use the DVD remote to start the video.

### **Sound system:**

Use of sound system must be requested on the **Facilities Use Request**. The sound system is located in the rear closet on top of the amplifier box. To turn on the sound system open the amplifier box and switch is located at the top right hand side of the unit. The wall unit for the sound system is located on the wall just outside the rear closet (Room #210). The display is motion sensitive, so as you approach it, it will come on. The display screen is a TOUCH screen. Use the touch and hold method.

### **Window shades:**

Please request setting on the **Facilities Use Request**. Shades are preset for your event.

### **Air & heat:**

The thermostats are located on the south and west walls. They are set for year round comfort. To change, use the up/down buttons on the operations screen. This will allow you to adjust the comfort level in two hour increments. All four thermostats should be set to the same temperature for the most efficient temperature control.

## **18. FELLOWSHIP HALL EQUIPMENT USE:**

### **Lights:**

Ceiling light switches are located in the closet nearest the rear exit doors (Room #266).

**ADDITIONAL FORMS:**

All forms are available for download at [gracehendersonville.com](http://gracehendersonville.com) or from the Parish Executive Assistant by request.

The following forms must be completed when requesting use of space:

- Facilities Use Request and Agreement
- Hold Harmless Agreement
- Grace Event Communication
- Closing Checklist

The following forms are referred to in this policy and are available as needed:

- Room Use Fees Schedule
- Kitchen Cleaning Checklist - Stull Hall
- Kitchen Cleaning Checklist - Fellowship Hall
- Incident Form
- Wedding Brochure & Planning Form
- Child Protection Policy



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