

Facility Use Policy

August 11, 2020

Peace Evangelical Lutheran Ministries

Definitions

Executive Team – A 5-member team of staff including Pastors, School Principal, GPLC Director and Administrative Coordinator. Team is responsible for ministry curriculum and coordination of primary use supporting those ministries.

Administrative Coordinator – Staff position which is responsible for coordination of overall facility use, working with the Executive Team and lay leadership on primary and complementary facility use. The Coordinator is responsible for managing the reservation system for general use.

Athletic Director – Staff position which is responsible for coordination of all athletic programs for Peace Lutheran School. Works closely with Administrative Coordinator in scheduling the gymnasium and fields.

Primary Use – Facility use planned and supported by the Executive Team and directly supports the ministries of the Church, the School, and the Grow in Peace Learning Center. Examples include the rooms used for worship, classrooms to support elementary school students and classrooms that host infants through pre-Kindergarten children. As curriculum is planned, many of the facilities are also subscribed with normal ministry activities.

Complementary Use – Facility use planned and supported by the lay leaders typically organized and sponsored through the formal Boards and Committees. Examples include bible study sponsored by Adult Discipleship, Youth Pioneer events supported by Family Ministry, etc.

General Use – Facility use requested by a member or non-member where the activity or event does not specifically fall within the scope of primary or complementary use as defined in this policy. Meaning such use is not supporting of our primary or complementary ministries. Often this use can be a personal family function, a team or club using the gym, private teaching of musical lessons and recitals, sporting clubs using the fields for athletics, a community sponsored event, etc.

Special Use – A specific type of event that is directly affiliated with ministry (and periodic regularity) whereby additional procedures and protocols have been developed to support the ministry and event, such as a funeral or wedding.

Standard Request – A request for general use of the facility typically for a near term event (within the immediate 2-4 weeks), involving a small gathering (less than 25 people) for a onetime event. This type of request would likely involve minimal cleaning of the area since there is generally no food or drink planned to support the use.

Non-Standard Request - A request for general use of the facility typically for an event planned beyond 4 weeks or for a use that re-occurs on a regular basis most often involving a group greater than 25 people. This type of request might also involve a special cleaning will be needed since a large group is participating and food or drink brought into the facility may be part of the event.

Scope

This policy directs the primary, complementary, and general use of facilities throughout the Peace Evangelical Lutheran Ministries campus. The primary use of the facilities is to support the ministries and curriculum of the church, school, and Grow in Peace Learning Center. The Executive Team has the responsibility in planning and scheduling the primary use. The lay ministry of the congregation supports the ministries and working with the Executive team supports and schedules complementary use. This policy affirms the priority of primary and complementary uses and provides detailed information on general uses of the facility by members and/or non-members in the community. The policy will identify both available facilities inside the buildings and outside on the grounds of the campus (i.e. fields and hard surface lots). The policy will identify responsibilities for use and a fee (or suggested donation) structure. The policy will also provide a step by step procedure for reserving facilities for general use. Special use, such as weddings and funerals will not be specifically addressed by this policy as such requests shall always be evaluated by the pastors and Elders.

Policy

To achieve Peace Evangelical Lutheran Ministries Mission, we will maximize use of the facility supporting primary use for ministries of Peace, facilitating complementary uses and when possible, allowing general use by members or non-members for fellowship, personal family events, and community events. It is our desire to encourage our members and fellow believers to use the facilities to the glory of God. Our congregation also desires to serve non-members and our community by allowing use of our facilities within the parameters of this policy.

For general use of the facility, only individuals 21 years old or older can reserve the facility for general use. Priority for use will be granted to 1) Peace members, 2) other congregations or members in fellowship with our synod and 3) to individuals and groups within the community. Peace reserves the right to not allow use of the facilities for events that may conflict with our doctrine, traditions, or culture.

Consumption of alcohol or tobacco products is prohibited for all uses with the exception of the Primary Use involving the Lords Supper.

Procedure for reserving Primary and Complementary use of the facility

Related to primary use, it would be understood that these ministry uses would be regular and ongoing. Ultimately the Executive Team shall be responsible for making sure these primary ministry schedules are always blocked out on the calendar and updated should those schedules change.

Complementary use should also be scheduled out as far as known, however will be more fluid and in many cases not scheduled more than a month in advance. Complementary use most often will be reserved by lay leaders, board members, or council members. Peace members in these positions that would have a regular need to reserve complementary use of the facility would ideally have access to the church calendar and facility reservation system and make those reservations directly themselves. In absence of that capability, such reservations shall be made through the Administrative Coordinator.

The effectiveness of this policy relies very heavily on proper and diligent reservation of all primary and complementary use, which will greatly reduce potential conflict with general use requests.

Procedure for requesting general use of the facility

This procedure identifies specific steps that a member or non-member in the community would implement to request and reserve facilities for general use. For members, typically general use will be considered and most often granted if there are no conflicts with the primary and complementary uses of the facility. For non-members, general use requests will be considered for approval with additional requirements as described in the non-member process.

Generally, standard requests for use of the facility by a **member** can be reserved by communicating a request to the Administrative Coordinator. Standard requests are typically for a near term event (within the immediate 2-4 weeks), typically involving a small gathering (less than 25 people) for a onetime event. Members are encouraged to communicate directly with the Administrative Coordinator to confirm if the event is a standard or non-standard request and if the facility can be reserved.

If a member requests general facility use for a non-standard use which is more complicated than a standard request (involving more than 25 people, greater than 4 weeks out on the calendar, likely needed a special cleaning after use), or if any general use is being requested by a non-member, completing a General Use Facility Request form is required. The General Use Facility Request ensures that the request can be reviewed accurately, ensuring the facility can

be reserved for a one time or re-occurring event which may involve a small to large group of people. For non-member requests to be granted, the non-member must ensure that the event can either be sponsored by a member of Peace, or that the non-member event can be sponsored by the Outreach Committee. Sponsorship of non-member events will be discussed later in this policy.

Process for Peace member for a standard General Use Facility Request

- 1) Members contact Administrative Coordinator to discuss and reserve needed facilities at Peace.

Process for Peace member (if non-standard) or Non-member for any General Use Facility Request

- 1) Applicant complete General Use Facility Request form for available rooms or outdoor fields/hard surface areas. This form is available on the website or in the church office. Information in the form to be completed includes:
 - the applicant name and contact information including phone number and email
 - specific facilities that are being requested
 - the date (or dates) and time period of the day
 - a general summary of members (or non-members) that will be using the facility and activity or the event that is to be conducted
 - any additional support needs for the events such as tables, chairs, audio-visual equipment.

Submit General Facility Use Request form to the Administrative Coordinator.

** If a non-member is the applicant, the non-member must also identify a Peace Sponsor for the event.*

***If non-members are requesting facility use and use is granted, a Rental Agreement form will also be required for the gym and other areas as deemed necessary.*

- 2) The Administrative Coordinator will review the request and confirm that there are no conflicts with primary and complementary uses of the facility. The Administrative Coordinator can approve the request, or as necessary, will coordinate with the Executive Team or members of the Administrative Church Council to make a decision. Gym rental coordination and outdoor facility requests may be delegated to other staff/lay leaders to manage both the approval/denial of the request and Rental Agreement forms as needed.

- 3) The Administrative Coordinator will communicate decisions to the applicant and ensure that the Peace ministries calendar is updated.

NOTE: Although a General-Use may have been properly approved through this process, Peace Ministries reserves the right to cancel or reschedule a reservation due to changing circumstances or priorities for use of the facility.

Sponsorship for Non-Member General Use Requests

Non-member use of our Peace facilities can be mutually beneficial to the individual/community, and to our Peace ministries as we actively invite non-members to our campus to observe our practices and participate in our programs. When non-members seek us first, to use the facility or for any other reason, we have the opportunity to model our Christian love and share the Good News! To facilitate non-member events, a Peace Sponsor must be identified for every non-member approved General Use Facility Request. A Peace Sponsor is a member of Peace who takes on responsibility to ensure that the facility is being used consistent with the request, who can support access and security of the facility while being used and can act as a resource for the non-member or group. A Peace Sponsor for example can be a member who is participating in the event. A Peace Sponsor can also be an Outreach Board representative or delegate who is able to perform the Peace Sponsor Role.

Facilities that can be requested for General Use

A variety of facilities can be requested on the Peace campus including the following:

- Gymnasium
- Multipurpose
- Stage
- Atrium/Concession
- Conference (Library)
- Workroom
- Soccer field
- Softball field
- Classrooms

A more detailed description of the rooms and a schematic of the facility are included in the Supporting Information section of this policy.

Facility Use Deposits and Fees

In principal the use of Peace facilities by members of the congregation for standard requests will not incur deposits nor fees. For non-standard requests for use of the facilities by members, a suggested donation schedule has been developed to support basic cleaning costs. A Schedule of Fees will be applied to Non-Member General Use, and when applicable a deposit may be required for such use as large group events. Peace reserves the right to waive deposits or fees at their discretion. Fees are used to cover the costs of administering the facility use program and to support cleaning the facilities after use. As a baseline for the fee structure, the cost of managing and maintaining the square footage of the facility was used. A fee schedule for general use by non-members (and the associated donation schedule for non-standard use by members) is found in the Supporting Information section of this policy. A deposit may be required for groups greater than 25 people in attendance, with the deposit equal to the general use fee for the facility.

Insurance Requirements

At the sole discretion of Peace, a certificate of insurance naming Peace Lutheran Church & School, Inc as an Additional Insured on the User's liability and medical insurance policy, may be required.

Responsibilities of Members or Non-members with approved General Use of the facilities

For both members and non-member a simple check list is included in the form. These items include:

- Furniture and Equipment returned to the rightful place
- Lights turned off
- All exterior doors/windows closed and locked
- Key Cards returned.

Non-members will be working with their Sponsor to ensure that facility is secured.

The Administrative Coordinator (or the Athletic Director) as needed will ensure that cleaning is scheduled after use.

General Request for Softball and Soccer Field (procedures and agreements to be developed)

Typically these outdoor facilities are scheduled by the Executive team for primary use as part of our normal school and Grow in Peace Learning Center curriculums. We will continue to work with community softball and soccer organizations to develop a more structured approach and agreements to scheduling general use as non-Covid 19 activities resume.

Supporting information –

- General Use Facility Request form
- Schedule of Fees and Suggested Donations
- Peace Available Space descriptions
- Peace Lutheran Floor Plan
- Peace Operational Security Guidelines