

## **FACILITY USE AND SCHEDULING POLICY**

### **Forms:**

1. Weekly, Monthly, Quarterly, and Multi-day Use Application (as needed)
2. Single Day Event Application (as needed)
3. Facility Use Agreement
4. Room Use, Equipment, and Food Services Charts
5. Facility Use Expense Reimbursement Fees
6. Wedding Guidelines and Procedures (as needed)
7. Facility Use Guidelines and Procedures

### **Introduction**

Presented here are the guidelines and policies for use and scheduling of Silverdale Lutheran Church (SLC) facilities and equipment. The core values upon which these policies are based are:

*Facility use and conduct of the users is dedicated to the glory of God and should be in keeping with the mission and vision of SLC.*

The Church bylaws contain the following guidance:

2.01 Church or church premise use by outside organizations shall be subject to Congregation Council approval. In general, the following will influence the Congregation Council decision: non-profit organization status, potential for outreach to the community, requests/sponsorship by church members, and avoidance of organizations whose mission or beliefs conflict with those of Silverdale Lutheran Church and the ELCA.

Under 7.02 Duties and Responsibilities of the Congregation Council

7.02.07. Be responsible for the buildings and premises of the congregation so that their use is available for the functions of the congregation. Should groups or individuals not associated with the congregation desire to use such property, application shall be made to the Congregation Council for its approval. The Congregation Council will approve procedures for routine and special functions such as weddings and bazaars.

The Vision developed in 2005 by the congregation stated that SLC should expand its outreach, through efforts such as: “Providing for community use of Silverdale Lutheran Church space”.

### **Facility Use Request Procedures:**

Except for SLC Worship and Ministry activities, all users of SLC, facilities, or equipment will apply for church facility and equipment use by submitting either Form 1 or 2 as applicable. Applicants must also sign and submit Form 3 and acknowledge SLC’s Facility Use Guidelines and Procedures by signing Form 7. Additional forms may be required depending on the nature of the request (e.g., Form 4, 5, & 6; Kitchen Guidelines; Nursery Procedures; and Closeout Procedures). Requests for use must be made in advance of the desired event date(s) with the Church Office Manager to facilitate scheduling; lighting, heating, and ventilation programming; and space set-up. All requirements, such as food service, use of audio / visual or other equipment, or room arrangements, need to be stated at time of the written application. When required, a security deposit, staff support honorariums, space use expense reimbursement fees, and charges for other expenses will be requested using the guidelines of Form 5.

Applications for use of the facility must be filed with the Office Manager not less than five (5) working days before the event, but requests may not be submitted earlier than the guidelines below.

For events that span more than a single day, users must coordinate set-up and takedown of spaces that are scheduled for use by other groups or activities within the same timeframe so that one activity or group does not adversely impact other groups or activities. For events that require set-up that is not concurrent with the event, the setup time and date must be included to facilitate scheduling staff, to ensure coordination with other events, and to accommodate cleaning and maintenance activities.

## Church Equipment Checkout

Only certain Church equipment may be removed from church grounds for use by members in non-church sponsored activities. The Maintenance Manager will maintain a list of such equipment, which shall be approved by the Trustees. When off-sight use is approved, all such equipment must be signed out using the procedures set up by the Maintenance Manager.

## ACTIVITY SCHEDULING PROCESS

Scheduling will occur as follows:

A master calendar will be maintained which provides a 3-year rolling schedule for all SLC activities. **A scheduling year will run from September 1 until August 31.** During July and August of each year, a list of known events, including items such as the basic worship schedule, will be developed and added for the third year in the future. Items already listed on the schedule for the next two years will be reviewed and updated at that time. Additional items will be added at the time they become known within the 3-year window, but the priorities and time limits below must be observed.

1. Church Council and staff will schedule SLC events as indicated below:

Activity	Responsibility
Worship events	Pastor
Stewardship and Evangelism events	Commissioned Team
Sunday School, Adult Forum, Lay School of Theology, VBS, Preschool Events, Special Music Events	Called Team
Youth, Fellowship, and Outreach Events	Connected Team Pastor(s)
All other SLC Activities	Trustees
Weddings	Office Manager

2. In May, a form will be made available in the church office for use during the annual scheduling process. Upon completion of Scheduling for SLC activities, requests for non-church sponsored events will be filled in based on the user priorities and time limits below.

3. Council Teams are responsible for coordinating schedule inputs from the various groups under their cognizance. All inputs should be available by June 30.

4. The following **priorities** will be observed in scheduling facilities and equipment
  - SLC Worship and Ministry
  - Groups or individuals associated with or sponsored by SLC
  - Member non-profit Activities
  - Non-Member non-profit Activities (requires Church Council approval)
5. In addition to the priorities set above, scheduling will observe the following **time limits**:
  - SLC events will be added when they become known within the 3-year planning cycle.
  - Groups associated with or sponsored by SLC may schedule events up to 1 year in advance.
  - Weddings may be scheduled up to 2 years in advance for members and up to 1 year in advance for non-members.
  - Member activities may be scheduled up to 6 months in advance.
  - Non-member activities may be scheduled up to 8 weeks prior to the event on a space-available basis.
6. Once an event is scheduled using the above priorities and time limits, it may not be bumped for a higher priority use without the approval of the Trustees.
7. Recurring users will be asked to resubmit their Applications for Church Use for the following year (September through August) by June Using Form (1). Additional events that will not be conducted during a reoccurring user's regular times and dates will require a separate request using Form 2 to ensure proper coordination with other activities and facility maintenance and cleaning.
8. Outside non-profit groups using the facility shall schedule a SLC staff member to be on the premises throughout the duration of their scheduled activity and the group shall be responsible for paying an honorarium based on the number of hours used. This honorarium is payable to the individual at the time of the event.
9. Conflicts will be resolved by the Trustees.
10. The schedule will be maintained by the Office Manager.
11. Request forms for scheduling and building use will be available in the church office.

# FORM 1 Scheduling and Building Use Request Application

## Weekly, Monthly, Quarterly, and Multi Day Use

**Application Date:** \_\_\_\_\_

Name of Organization / Group Requesting Space: \_\_\_\_\_

Are you a member of Silverdale Lutheran Church?  Yes  No [If no, please answer next question.]

Welcome and how did you learn about Silverdale Lutheran?

\_\_\_\_\_

Purpose of Activities to be conducted: \_\_\_\_\_

\_\_\_\_\_

Size of group expected to normally attend (a range is OK): \_\_\_\_\_

Point-of-Contact (Custodian of Church Key if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Daytime \_\_\_\_\_

Evening \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Dates and Times Requested** (e.g., second Tue. of each Month from Sep. until end of May):

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Start Time (Including set-up if applicable): \_\_\_\_\_

End Time (Including take-down and clean-up): \_\_\_\_\_

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### Rooms Requested

- |                                          |                                                                                           |
|------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Sanctuary       | <input type="checkbox"/> Kitchen – Fellowship Hall                                        |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen – Gathering Place                                        |
| <input type="checkbox"/> Gathering Place | <input type="checkbox"/> Class Room(s) Number of Rooms _____<br>or Specific Room(s) _____ |
| <input type="checkbox"/> Room 4          | <input type="checkbox"/> Nursery                                                          |

**Note:** If you wish to schedule activities or events at times other than those listed above, separate requests using Form 2 (Single Day Event Request Form) must be submitted.

**Signature - Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SLC Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FORM 2    Scheduling and Building Use Request Application**

**Single Day Event**

**Application Date:** \_\_\_\_\_

Name of Organization / Group Requesting Space: \_\_\_\_\_

Are you a member of Silverdale Lutheran Church?  Yes  No [If no, please answer next question.]

Welcome and how did you learn about Silverdale Lutheran?

\_\_\_\_\_

Purpose or Activities to be conducted: \_\_\_\_\_

\_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Point-of-Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone:            Daytime \_\_\_\_\_

                         Evening \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Dates:**

Date(s) Requested: 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

Start Time (Including set-up): \_\_\_\_\_

Will setup be done earlier than the event, i.e. day/night before?  Yes  No

(If yes, then when \_\_\_\_\_)

End Time (Including take-down and clean-up): \_\_\_\_\_

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**Rooms Requested:**

- |                                          |                                                              |
|------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Sanctuary       | <input type="checkbox"/> Kitchen – Fellowship Hall           |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen – Gathering Place           |
| <input type="checkbox"/> Gathering Place | <input type="checkbox"/> Class Room(s) Number of Rooms _____ |
|                                          | Or Specific Room(s) _____                                    |
| <input type="checkbox"/> Room 4          | <input type="checkbox"/> Nursery                             |

**Signature - Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SLC Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FORM 3: Facility Use Agreement

The undersigned hereby makes application to Silverdale Lutheran Church for use of the church facilities described in the attached forms and certifies that the information given in the application is correct. The undersigned further states they have the authority to make this application and agrees that the applicant understands and will observe the Facility Use Guidelines and Procedures contained in Form 7 (attached).

The applicant agrees to exercise the utmost care in the use of the church premises and property and to hold Silverdale Lutheran Church harmless from all liability resulting from the use of said facilities. The applicant further agrees to forfeit the Security Deposit in event the property is damaged as a result of this use, and to reimburse the church for any damage over and above the Security Deposit.

The applicant agrees to comply with all Kitsap County Health Department regulations when using the kitchen(s). Groups or organizations not a recognized part of SLC may not use the kitchen for food preparation without prior authorization (included as part of this use agreement).

**Payment of Fees:**

The amount to be charged for facility use will be provided by the Office Manager based on Form 5, Facility Use Expense Reimbursement Fees. Waiver of fees requires Trustees approval. Users will receive a copy of this application and appropriate Forms. Fees are payable upon application.

Honorarium for staff presence (outside non-profit activities) will include opening before an event and necessary time to secure the building after an event: \$20 per hour

**Fees and Honorariums:**

Security Deposit	\$ _____
Room Reimbursement	\$ _____
Church Staff	\$ _____
Equipment and Furnishings	\$ _____
<b>TOTAL:</b>	\$ _____

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_  
Date

\_\_\_\_\_  
**Office Manager** \_\_\_\_\_  
Date

<b>Attachments:</b> Application for church Use	Yes	
Room Use Charts (Form 4)	Yes	No
Facility Use Fees (Form 5)	Yes	No
Facility Use Guidelines (Form 7)	Yes	
Kitchen Guidelines	Yes	No
Nursery Guidelines	Yes	No
Close Out Procedures	Yes	No
Other _____		

Copies: File, Applicant, Maintenance Manager

**FORM 4**

**Room Use Chart**

ROOM	CAPACITY (# OF PEOPLE)	APPROPRIATE USE
Fellowship Hall (FH)	150 at tables 200 Chairs Only	Multi-Purpose for open or seated events, meals, arts and crafts, physical activities.
Room 4	20-25	Small group events
Sanctuary	400	Seated events and practice limited to SLC Worship and Ministry, Musical Events, and events approved by the Trustees.
Gathering Place (GP)	150 at tables 200 Chairs Only	Multi-Purpose for open or seated events, meals, arts and crafts, physical activities.
Class Rooms	15-20/room	Seated events, arts and crafts
Nursery	10-12	Supervised child care coordinated through church office

**EQUIPMENT CHART:**

<input type="checkbox"/>	Tables [# long] _____ [# round] _____
<input type="checkbox"/>	Chairs [#] _____ (Recommend 8/table for snacks or 7/table for meals)
<input type="checkbox"/>	Piano
<input type="checkbox"/>	Sound system: FH GP Sanctuary Other
<input type="checkbox"/>	Video Support
<input type="checkbox"/>	FH Kitchen Equipment: Dishwasher (requires qualified operator) Stove Top Refrigerator (Limited) Ovens Dishes Silver/Utensils
<input type="checkbox"/>	GP Kitchen Equipment: Stove Refrigerator (Limited) Dishes Silver/Utensils
<input type="checkbox"/>	Visual Equipment: TV with DVD/VCR Video Projector Overhead Projector White Board
<input type="checkbox"/>	Table Cloths: # Long _____ # Round _____

**FORM 4 Cont.**

**Food Services Chart\*:**

<input type="checkbox"/>	Served/Catered Meal - Cooked on site	All or part of the meal is prepared on site
<input type="checkbox"/>	Served/Catered Meal – Cooked off site	Meal portions warmed and served
<input type="checkbox"/>	Lunches/Snacks	Sack lunches, food trays brought in
<input type="checkbox"/>	Drinks only	
<input type="checkbox"/>	None	

\*Food service must be in conformance with Kitsap County Health District Regulations.

**Additional Requests and Notes:**

**Signature – Applicant:** \_\_\_\_\_

**SLC Representative:** \_\_\_\_\_



# FORM 5 Facility Use Expense Reimbursement Fees

The following fees apply for reimbursing expenses involved with the use of the Silverdale Lutheran Church Facilities:

**Security Deposit: For large spaces, a \$150 damage/unusual clean-up deposit (separate check from room reimbursement fee) is required for each event. For class rooms, the deposit is \$50. In the event that no damage or unusual cleanup has occurred, the check is returned to the user group.**

## Room Reimbursement Fees

Room	Daytime * (4 hrs or less)	Daytime* (more than 4 hrs)	Evening (2 hrs or less)	Evening (more than 2 hrs)
Sanctuary **	\$30	\$60	\$30	\$60
Fellowship Hall	\$30	\$60	\$30	\$60
FH Kitchen	\$45	\$75	\$45	\$75
Gathering Place	\$30	\$60	\$30	\$60
GP Kitchen	\$30	\$60	\$30	\$60
Rooms/Nursery	\$15	\$30	\$15	\$30
* During normal office hours. Times include set-up and cleanup time. Holidays and weekends use the evening 2 hour rate for every 2 hours or portion of 2 hours.				
* **Sanctuary is only available for limited events and activities as approved by the Trustees				

**Total Room Reimbursement Fee: \$ \_\_\_\_\_**

## Custodial and other Staffing Honorariums

	50 or less	50-100	100-150	More than 150
Tables/Chairs	\$20	\$40	\$60	\$80
Chairs only	\$10	\$20	\$30	\$40

Fees for additional set-up (attach description of requirements): \$ 20 per hour

Honorarium for staff presence at outside non-profit activities to include opening and closing the building as well as any needed support: \$20 per hour

**Custodial and Staffing Honorarium: \$ \_\_\_\_\_**

**Form 5 cont.**

**Support During the event**

Church Group assistance (e.g., one of the women's circles) with a non-SLC sponsored event honorarium: \$ 100 (members)              \$150 (non-members)
Hostess honorarium:     \$ 60
Honorarium for additional support required during the event (attach description of requirements): \$ 20 per hour     Total: \$_____.

**Take Down and Clean-up**

<p>Support for take-down and clean-up will vary depending on the nature and complexity of the event and participation in the take-down and clean-up by the individual /group involved. The Honorarium will be \$20 per hour of actual work by church staff or volunteers. A deposit will be required based on an estimate of the time that will be required.</p> <p>Description of Take-down and Clean-up:</p>    
Estimate of number of hours: _____     Deposit: _____

**Total Church Staff: \$ \_\_\_\_\_**

**Equipment Related Fees**

Coffee Service use fee: \$_____
\$35 for each group of 50 participants or fraction thereof (coffee is included)
Table Cloth Use Laundry Fee*: \$ 12.00 per table cloth  Total: \$_____.
(*if table cloths have to be sent to a commercial Laundry)
Dishwasher Use Fee: \$ 50 for each 50 settings or fraction there of  Requires a qualified Operator - Name _____

**Total Equipment and Furnishings Fee \$ \_\_\_\_\_**

**FORM 5 cont.**

<b>GROUP</b>	<b>EXPENSE REIMBURSEMENT</b>
Worship/Sunday School/ Pastoral Classes	Staff will provide set-up and clean-up
SLC Ministry/Preschool activities	Unless SLC staff is assigned, the designated ministry will provide set-up and clean-up
Groups associated with or activities sponsored by SLC * (both single event and reoccurring activities) (e.g., Boy/Cub Scouts, recitals, Girl Scouts) (Applicable groups and activities will be designated by the Church Council)	Security deposit required unless waived by the Trustees. Custodial fees waived, when set-up, take-down, and clean-up is provided by the individual / group. Honorariums apply when applicable.
Member non-profit Activities	Security deposits and fees for room use will be waived. Custodial (and other support personnel) honorariums apply. Other fees apply but may be waived with Trustee approval.
Non Member non-profit Activities	As per fee and honorarium guidelines

**Signature – Applicant:** \_\_\_\_\_ **SLC Representative:** \_\_\_\_\_

- Note:**
- 1 Church Council must designate “associated groups and sponsored activities”**
  - 2. Because of SLC’s non-profit status, the church cannot permit its facilities to be used for commercial or profit-making activity.**

**Diagram of Setup requested** (Attach a separate sheet if necessary)

## FORM 6

## Wedding Guidelines

The Office Manager under the guidance of the Pastors and in coordination with the Volunteer Wedding Coordinator(s) will develop application packages for weddings at SLC, one designed for members and another for non-members. This form will not be a part of those packets. The packets will follow the policies provided below and use other applicable enclosures of this document (e.g., Form 7 Facility Use Guidelines and Procedures and FORMs 2 through 5 if a reception is involved).

### Policies:

1. A Silverdale Lutheran Church pastor will be the presiding minister. Another pastor may assist in the ceremony, but only after consultation and agreement with a Silverdale Lutheran Church Pastor.
2. The Lutheran Church regards the celebration of Holy Matrimony as a sacred observance. All verbal and musical parts of the ceremony should be selected in this Christian context and will be subjected to the approval of the presiding Silverdale Lutheran Church Pastor.
3. Scheduling will be in accordance with the guidance in the basic document above.

### Fees:

	<u>Members</u>	<u>Non-Members</u>
Sanctuary (Including Support Rooms)	No Charge	\$250
Fellowship Hall	See Form 5	See Form 5
Gathering Place	See Form 5	See Form 5

### Honorarium:

Pastor	No set Amount.	\$250
Custodial (Sanctuary)	\$75	\$75
Custodial (and other)	See Form 5	See Form 5
Organist / Accompanist	\$125	\$150
Rehearsal w/soloist	\$25	\$25
Wedding Coordinator	\$100	\$100

1. All users who are required to submit a Facility Use Application must agree to observe these Facility Use Guidelines by signing this form in the space provided below.
2. The building, facilities and equipment must be left in their original condition.
3. Applications for use of the facility must be filed with the Office Manager not less than five (5) working days before the event, but not earlier than the established guidelines. Sufficient time in advance of events is required to facilitate scheduling; lighting, heating, and ventilation programming (see item 15); and space set-up. All requirements, such as food service, staff assistance, use of audio-visual equipment, etc., need to be stated at time of the written application.
4. Approved applications are a license for use, may be revoked, and shall not be considered as a lease.
5. Nursery use must be approved by the Office Manager at the time of application. Use of the nursery is limited to children under 4 years of age, requires a minimum of two adults in attendance, and must follow SLC Nursery guidelines.
6. Normally reservations will not be made for outdoor areas.
7. Room assignments will be made by the Office Manager to ensure the most effective use of the building resources. Specific rooms may be requested and will be assigned if feasible. Room assignments will be posted in or near the church office.
8. Applicants shall not use any materials and/or supplies found in the rooms they are using.
9. Church equipment shall not be moved or removed from the building without prior consent by the Church Maintenance Manager, if available, or the Office Manager. All equipment moved must be returned to its original place and in its original condition.
10. The sanctuary organ and piano may be used only with the specific permission of the Music Minister and / or Church Organist.
11. Arrangements for use of audio/visual equipment, including the sound system in the sanctuary, must be made with the Church Maintenance Manager.
12. Any space used must be left in the exact condition as it was found, unless specified otherwise. Certain rooms (e.g., kitchen, nursery) have specific additional guidelines provided that must be observed. The Church Maintenance Manager or his designated representative will be responsible for inspecting applicable spaces upon completion of an activity, and determining the extent of any damages. All costs necessary to repair damages will be deducted from the user's security deposit or paid for by the user if they exceed the amount of the security deposit.
  - Materials that may deface the church property or leave permanent marks (e.g., tape, tacks, and nails) are prohibited.
  - Flowers, candles and other decorations must have appropriate bases or stands for support and must meet fire regulations.
  - Activities in the Sanctuary, Fellowship Hall, or the Gathering Place that could result in permanent damage to the carpet (e.g., craft activities, stage building, etc.) require appropriate protective measures to be supplied and removed by the user. Protective measures include, but are not limited to, drop cloths, tarps, and/or protection boards. Such activities must be approved prior to commencement of use.
13. For events that span more than a single day, users must coordinate set-up and take-down of spaces that are scheduled for use by other groups or activities within the same timeframe so that one activity or group does not adversely impact other groups or activities. For events that require set-up that is not concurrent with the event, the setup time and date(s) must be included in the application to facilitate coordination with other events and to accommodate cleaning and maintenance activities.
14. Only necessary doors will be unlocked. Any door unlocked must be locked and /or latched before the building is vacated. Individuals using church facilities will turn off all lights that were used for their specific activity, including restrooms in the vicinity. The last person leaving a building must ensure that all lights in the building are off (including areas such as the restrooms), that all windows are closed and locked, and that all doors are locked and secured. When a church staff member will not be present to secure the church, the Church Closeout Procedure must be followed.

15. Programmed timers activate and regulate the lighting, heating, and ventilation systems in various parts of the church. Through this agreement, the system controls will be programmed to support the user's activity. The system controls will only be adjusted by qualified personnel.

**FORM 7 cont.**

16. The offices and office equipment are for the conduct of church business or pastoral conference. They are closed after business hours.
17. Smoking is prohibited within the church building or on church grounds except as provided in Washington State Law for designated areas (currently outside and at least 25 feet from any door, window, or ventilation intake).
18. Alcoholic beverages are not permitted within the facility or on the church grounds other than for the purpose of Holy Communion. This policy extends to all events including wedding receptions and recitals.
19. Food and beverages, except water and communion wine/grape juice, are not permitted in the sanctuary.
20. No pets or animals are permitted within the church except for service animals or for special, approved purposes, (e.g., Preschool activities).
21. Activities that would result in littering or adverse impact on the environment such as throwing rice or releasing balloons are not permitted.
22. Trash generated by food events, craft activities etc. must be removed from the building and placed in designated containers or the dumpster which is normally located at the south end of the parking lot.
23. Safety is the responsibility of those using the building. Unsafe behavior is not acceptable. If an emergency occurs, any available phone may be used to call 911.
24. Warnings of Policy Violations
  - Warning 1 – verbal notice from SLC staff or Church Council member.
  - Warning 2 – written notice to inform the group of repeated violations.
    - If the behavior or infractions are not corrected, SLC reserves the right to terminate use of the facility immediately and for future use. Details of such action will be reported to the Maintenance Manager for review and forwarded to the Trustees for approval.
25. SLC reserves the right to suspend church use privileges immediately upon the first violation for actions that cause harm to others, for illegal activities, and any other actions detrimental to the ministry of our Lord Jesus Christ.

Signature Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Office Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Updated : May 2014