

**OUR LORD'S LUTHERAN CHURCH
MARYVILLE, ILLINOIS
FACILITIES USAGE POLICIES**

OBJECTIVES:

It shall be the objective of the church to make maximum use of its facilities, giving first priority to functions pertaining to Our Lord's Lutheran Church itself, and secondarily to a mission purpose of serving the needs of our Christian community. We offer our facilities for Christian recreation and fellowship that enhances friendship and edification, to be Christ-honoring in all activities, conduct, and dress.

Priorities for the use of facilities are as follows:

1. Regularly scheduled services of Our Lord's church groups, activities, or funerals.
2. Our Lord's sponsored groups and individual church members
3. Outside church groups or other non-profit organizations
4. Business firms and private individuals (for profit)

POLICIES:

1. Persons requesting the use of any Our Lord's facility must complete the APPLICATION FOR USE OF OUR LORD'S FACILITIES FORM and return to the church administrative assistant as soon as possible. Any fees assessed must be remitted at time of request.
2. The contact person signing the form is responsible for any damages. Damages must be reported to the church office as soon as possible. Damages must be compensated for or an exact duplicate/replacement must be made.
3. Property and equipment in either Fellowship Hall shall not be removed from the premises without prior approval of the Church Council.
4. Kitchen items, i.e. linens, utensils, dishes, appliances, etc. shall not be removed from Our Lord's Kitchens for personal use outside the church.
5. Smoking in the building or on church grounds is prohibited.
6. All requests for use of the facilities will be made with the administrative assistant and recorded on the master calendar. Use by "for profit" groups or businesses must be approved by the administrative assistant in consultation with the pastor.
7. Both non-profit and "for profit" groups or businesses must provide evidence of sufficient liability and workers' compensation insurance. A certificate of insurance naming Our Lord's as an additional insured needs to be provided.
8. "For profit" groups or businesses will pay a mutually agreed upon mandatory contribution fee. Checks or money orders should be made payable to Our Lord's Lutheran Church.
9. OLLC will continue to accept donations from non-profit groups.

10. Children or youth may not use the church facilities unless there is adequate supervision of at least two (2) or more adults over 18 years of age. Adults supervising the event must be in compliance with the church's *Children and Youth Protection Policy*.
11. No alcohol of any kind is allowed unless special permission is granted by the Church Council.
12. Tables, chairs, and room partitions must be returned to their original set-up after the event has concluded. If food is being served, trash cans must be emptied, tables must be wiped off, and any food/crumbs on the carpet/flooring should be vacuumed or swept up.
13. When exiting the building(s) upon completion of a meeting or activity, all exterior doors must be locked.
14. When either kitchen is used, a KITCHEN USAGE CHECKLIST must be completed.
15. Our Lord's reserves the right to request damage and/or cleaning deposits. Our Lord's also reserves the right to charge for cleaning or repair expenses. Additionally, Our Lord's reserves the right to end a relationship with on-going individuals or groups without prior notice.
16. The Church Council shall rule on any situation that may arise that is not covered by this policy.

02/2021

**OUR LORD'S LUTHERAN CHURCH
MARYVILLE, ILLINOIS
KITCHEN USAGE CHECKLIST**

Please initial the following items as they are completed.

_____ TURN OFF OVENS.

_____ MAKE SURE ALL COOKING COILS ON STOVE ARE TURNED OFF.

_____ UNPLUG COFFEE POTS — empty coffee grounds into the kitchen trash can and wash pots.

_____ Wash and dry all dishes — return to the cabinets where found. (All cabinets are labeled)

_____ Hang damp dish cloths and towels on racks mounted on inside of cabinet doors, directly under the sink.

_____ Wipe down kitchen counter tops.

_____ Remove from refrigerator any unused food items that your group has brought in.

_____ Refill ice trays.

_____ Sweep kitchen floor (Broom and dustpan stored in _____)

_____ Vacuum where needed in Fellowship Hall (Vacuum is stored in _____)

_____ Take trash out to dumpster located on the Elmwood Nursing Home lot, directly behind the storage shed at the north-west corner of the Worship Center church parking lot. Replace liners in any cans that have been emptied [Trash Bags are located in the following places: Worship Center – in the Conference Room Storage Closet (1st door to the right or in the Life Center – on the 1st floor Maintenance Closet near the Kitchenette)].

_____ Arrange tables, chairs, and partitions in either Fellowship Hall as originally found.

_____ Close windows, if any were opened.

_____ Turn off lights in Kitchen and Fellowship Hall.

Signed

Date

01/2021