



Policy for Use of Facilities and Equipment

I. INTRODUCTION

The facilities and equipment of St. Luke's United Methodist Church are a gift from God to be used for the proclamation of the Gospel and for the improvement of life in the community of Kokomo. As such, St. Luke's has the responsibility to exercise good stewardship in the use and care of the resources that have been entrusted to it. All arrangements for use and care of Church property shall be made with this in mind. There is to be no smoking in any part of the Church at any time, and alcoholic beverages and drugs are strictly forbidden. The ignoring of these prohibitions may lead to the cancellation of the use of the facilities.

II. GENERAL FACILITY USE

1. Any furniture being moved within the building should be moved with care to avoid damaging the floor and wall surfaces. Please do not drag chairs or tables across the floor. If children are involved in moving of furniture, please educate them about the appropriate way to move furniture and supervise them closely. Please use appropriate floor protectors (glides or dollies) when moving large or heavy items.
2. Any furnishings moved in public spaces must be returned to their original locations upon completion of the activity. These areas are set up for events by many different groups and coordinated by the church office and Trustees. Any changes to the placement of furnishings are inconvenient for those who are responsible for the event. Please have respect for our staff and fellow parishioners by returning furnishings to where you found them.
3. Any fliers/papers shall not be hung directly on doors, walls or windows without the permission from the church office or Trustees. When hanging materials, appropriate adhesive must be used. No tape of any kind is considered appropriate on doors or windows. In time, the adhesive in the tape breaks down and bonds with the surface to which it is attached, making it very difficult to remove without damage to the surface.
4. Any semi-permanent structures must be approved by Trustees prior to their installation. The safety of members of the congregation and care of the building must be considered.
5. Paint projects, along with any requests for renovation or updating of décor, shall be presented to Trustees for approval.
6. Keys or key fobs to the church may be signed out by the Church Secretary. A master list is kept in the church office. Duplicates may not be made. Key assignment is at the discretion of the office/pastor. Keys will be loaned only for spaces that will be used.
7. Use of the church scissor lift will be limited to those who have been properly trained in the proper use and safety of the scissor lift. Only church parishioners



Policy for Use of Facilities and Equipment

that have been properly trained will be allowed to sign out a key from the church office and will not allow anyone who has not been trained to use the scissor lift.

III. VAN

1. Personnel and groups within the church may use the van for travel to meetings and activities.
2. Any outside groups wishing to use the van must get approval from the Trustees.
3. Anyone using the van shall be expected to return it in the same condition in which it was checked out. A pre/post trip form should be filled out that records the mileage and condition of the van for each trip that is taken.
4. The Trustees will assign someone to oversee the maintenance and upkeep of the church van.

IV. KITCHEN

1. A member of St. Luke's must be present during use of the kitchen.
2. Kitchen equipment and supplies are to remain in the church building, unless used for a church function offsite.
3. All groups outside of St. Luke's wishing to use the kitchen will need to fill out a facility request form for availability and shall provide the appropriate refundable deposit (see scheduling and fees for specific amount and requirements.) The deposit will be refunded after a satisfactory inspection of the kitchen is completed.
4. All coffee pots shall be washed with soap and water after use to remove residue.
5. All food shall be appropriately labeled and removed from the refrigerator following an event.

V. BORROWING OF TABLES & CHAIRS

1. Members of the church wishing to borrow church tables and chairs must complete a request with the church office at least one week prior to the date of use.
2. The church is limited on the number of tables and chairs that can be borrowed due to other events occurring within the church. The church office will keep a list of the tables and chairs that are available.
3. A \$10/table deposit is required for use of the tables and will be returned once tables have been returned in their original condition. A maximum of 8 tables may be requested by a single person at a time.
4. When chairs are being borrowed a deposit of \$25 is required for 1-10 chairs; \$50 for 11-25 chairs; \$75 for 26-40 chairs; and \$100 for 41-50 chairs. The church will



Policy for Use of Facilities and Equipment

not loan out more than 50 chairs without consent from the Trustees and a deposit will be determined at the time of the request.

5. Non-members will not be allowed to borrow tables or chairs.

VI. AVAILABILITY OF USE

1. Any use of the facilities either by members or non-members requires the completion and submission of the Building Use Form at least 2 weeks prior to request for use of the facility. The fees and deposit for use of the facilities must be paid to secure the facility use at least one week prior to the event and before keys/access to the building is allowed.
2. The person responsible for reserving the facility must also receive and review the "CHECKLIST FOR USE OF ALL FACILITIES". After the facility has been used and cleaned, the person reserving the facility must return the completed "Checklist" to the church office. The "Checklist" may be dropped in the box attached to the wall outside the office door if done after hours.
3. Refund of the deposit will occur after a satisfactory inspection of the facilities has been completed.
4. Use of the facilities and equipment of St. Luke's Church shall be determined on the basis of the following priority list:
 1. St. Luke's sponsored activities
 2. St. Luke's family activities
 3. United Methodist sponsored activities
 4. Other local church and church-related groups
 5. Community service organizations
 6. Other groups
5. The fees listed in this Policy for Use of St. Luke's facilities is for use by not-for-profit groups. Any for-profit groups must be approved by the Church Council and/or Trustees. The fee(s) for use by for-profit groups will be determined based upon the space and time of use.
6. St. Luke's reserves the right to cancel use of the facilities to allow the use of the facilities for church sponsored activities. In the event of cancellation, a two-week notice must be given. Use of the facilities for weddings and receptions shall be in accordance with the separate policy for weddings and receptions.
7. Decisions regarding the appropriate use of the facilities shall be made by the Pastoral staff.

VII. SCHEDULING AND FEES

1. Use of Church facilities shall be scheduled through the church office. Unless the date is clearly recorded on the church calendar maintained in the office and the



Policy for Use of Facilities and Equipment

damage deposit paid, it is not officially scheduled. The damage deposit is equal to the cleaning fee listed for each space that is used.

2. Scheduling of all events shall be handled by the Office Administrator, under the supervision of the Pastors.
3. St. Luke's sponsored activities, and United Methodist sponsored activities shall not incur fees. Also, Church Management (Pastors and Trustees) may waive fees where the activity is deemed to be beneficial to the mission of the church.
4. Members of St. Luke's Church may use any single room of the church for a family related activity for a per occurrence fee of \$25 for a classroom and \$50 for use of the Chapel or Fellowship Hall/Gym. Along with the paying the appropriate booking/damage deposit.
6. All other are subject to the following fee schedule:
 1. Sanctuary \$100
 2. Chapel \$75
 3. Fellowship Hall/Gym \$75 (4 hours)
 4. Time over 4 hours in Gym \$10/hr
 5. Kitchen \$100
 6. Use of Individual Classrooms \$20/hr
5. It is the responsibility of the party that is reserving the facility to clean up after themselves. The list of things to be completed when using the facility is described in the "Checklist for Use of All Facilities." Should a custodian need to come in after the party to do additional cleaning, the person/group using the facility will be charged the following custodial fees:
 1. Custodial Fee (Sanctuary, Chapel, Fellowship Hall) \$50
 2. Custodial Fee (Classroom) \$25/classroom
 3. Custodial Fee (Kitchen) \$100
6. A booking/damage deposit is required for all bookings and is in addition to the facility use fee. The deposit will be returned to the responsible party once the "Checklist for Use of All Facilities" has been returned and verified by the designated church staff or trustee and no damage, or additional cleaning charges have been incurred. The amount of the deposit will be equal to the custodial fee charged for each of the space(s) being used.
7. There will be no Custodial fee for use of the Fellowship Hall for basketball only.
8. There will be no charge for use of facilities for funeral services.
9. All facilities are to be returned to their original condition after use even if a custodial fee was paid in advance. An additional custodial fee will be charged to any group (whether a St. Luke's member or not), after the fact if the facility has not been cleaned properly and all furniture and equipment returned to their original location, any failure to pay the fee will lead to loss of future privileges.



Policy for Use of Facilities and Equipment

10. Set-up and tear-down of tables and chairs is the responsibility of the party reserving the facility unless requested in advance. There will be a minimum fee of \$25 for the set-up and tear-down of tables and chairs for any event. The maximum fee will be \$100 depending on the nature of the set-up and tear down. All requests for set-up and tear-down must be submitted at least 2 weeks prior to the event.

VIII. BEHAVIOR GUIDELINES

1. Equipment should be used as they were designed – chairs for sitting, tables for eating, etc. Persons using this facility will not abuse the furnishings, the building, or the sports equipment.
2. Groups using this facility shall leave it in as good condition as when they arrived in consideration of others who will be using it after you, including returning all equipment to its proper storage places and cleaning up any messes that may have occurred.
3. The groups using this facility shall make sure all participants stay in the areas described in the agreement for building use.
4. No alcohol, drugs or smoking is permitted in the building. No alcohol or drugs are permitted on the grounds. No person is to be under the influence of alcohol or drugs while participating in or leading an activity in this facility.
5. Cursing, name calling, and foul language are inappropriate in this facility. Fighting is not allowed in the building or on the church grounds.
6. Future use of the building is contingent upon groups following these rules and guidelines.

IX. FORMS

1. Building Use Form
2. Table & Chair Request
3. Checklist for Use of All Facilities
4. Set-Up & Tear Down Request
5. Van Pre- & Post-Trip Form



Policy for Use of Facilities and Equipment

BUILDING USE FORM

Person Filling out the Request: _____

Date of Request: _____

Event: _____

Date of Event: _____

Start Time: _____ End Time: _____
(Be sure that start and end time allow for setting up and tearing down of requested areas.)

Area(s) Requested:

_____ Fellowship Hall _____ Sanctuary _____ Chapel _____ Kitchen

_____ Other Rooms-Please Specify: _____

Group Representative Name: _____

St. Luke's Member: Yes / No

Address: _____

Phone #: _____

I have read and agree to follow all of the rules and guidelines stated in the Policy for Use of Facilities and Equipment. I also release the church from any liability during the use of this facility.

Signature Group Representative

Date

Signature St. Luke's Representative

Date

Damage Deposit Received: _____ Deposit Returned: _____

Fee for use of facility: _____ Set-Up/Tear Down: Yes / No

Checklist Verified By: _____ Custodial Fee: Yes / No Amt: _____



Policy for Use of Facilities and Equipment

TABLE & CHAIRS REQUEST – Must be a St. Luke’s Member

Person Filling out the Request: _____

Date of Request: _____

Name: _____

Address: _____

Phone #: _____

Number of Requested Items: A maximum of 8 tables and 50 chairs may be requested.

_____ - 6 Foot Tables

_____ - 8 Foot Tables

_____ - Brown Metal Folding Chairs

Date items are needed: _____

Date items will be returned: _____

I have read and agree to follow all of the rules and guidelines stated in the Policy for Use of Facilities and Equipment. I also release the church from any liability during the use of this facility.

Signature Group Representative

Date

Signature St. Luke’s Representative

Date

Which Tables were loaned – Indicate the table numbers below:

Damage Deposit Received: _____ Deposit Returned: _____

Inspection of tables/chairs completed by

Date



Policy for Use of Facilities and Equipment

CHECKLIST FOR USE OF ALL FACILITIES

This checklist **must be completed and signed** after using St. Luke's facilities.

- _____ 1) Check restrooms.
 - _____ a) Toilets and urinals flushed.
 - _____ b) Trash is in the trash cans.
 - _____ c) Lights turned off.

- _____ 2) Check kitchen, if used.
 - _____ a) Trash picked up and removed to dumpster; replacement trash bags are located in the cabinet indicated in the kitchen.
 - _____ b) Floor swept (and mopped, if needed); Dry mop, mop and bucket are located in the Janitor's closet, C3.
 - _____ c) Sink, refrigerator, oven, and stove cleaned. If you leave food or drink, place a note on the door of the refrigerator so that it will not go to waste.
 - _____ e) Used dishes must be washed, dried & stored.

 - _____ d) Dish towels and dish cloths that have been used must be taken home, washed, and returned as soon as possible. Name of person taking towels _____ . If you do not attend St Luke's, please leave the towels in a bag by the sink. Please indicate on this form if towels need to be cleaned.

- _____ 3) Check all other areas used (Fellowship Hall/Gym, Chapel, Sanctuary, classroom, hallways, etc.).
 - _____ a) Trash picked up and removed to dumpster. Clean trash bags put in trash cans.

 - _____ b) Floors vacuumed and swept. Vacuum is located in Janitor's closet, C3 along with the dry mop if the Fellowship Hall/Gym were used.

- _____ 4) Put all equipment, tables, chairs, highchairs, wheelchairs, etc. back exactly where they were found.

- _____ 5) All trash is to be taken to the dumpster. It is located behind the church. Make sure your trash bag is not leaking as you carry it out! Also, make sure that trash is placed completely inside the dumpster.

- _____ 6) Turn off all interior lights.

Event: _____ Date of Event: _____

Signature of Leader or Host & Contact Phone #

Please return the completed form to the church office, if the church office is closed, leave in pocket outside the office door. Thank you!

For Office Use Only:

Facility Reviewed by

Date Reviewed

Facility Cleaned: Yes / No



Policy for Use of Facilities and Equipment

SET-UP / TEAR DOWN REQUEST

Date of Request: _____

Event: _____

Date of Event: _____

Event Start Time: _____ Event End Time: _____

Areas Requested:

_____ # of Tables – 6' Long / 8' Long / Round (circle preference)

_____ # of Chairs

Diagram how the tables and chairs should be set up for each area requested. Add additional pages if necessary.

Name of contact person & phone #: _____

Person Responsible for Set-Up/Tear Down: _____

Amount of fee collected: \$ _____



Policy for Use of Facilities and Equipment

CHECKLIST FOR USE OF VAN

Complete the check list before you leave the church property:

____ 1) Exterior

- ____ a) Do you notice any large puddles underneath the van (such as oil or coolant)?
- ____ b) Are all tires aired up?
- ____ c) Any exterior damage (scratches, dents, broken lights, rust, etc.)? If so, please describe:

____ 2) Interior

- ____ a) Is the van clean? (Did the last group clean out their trash when they returned the van?)
- ____ b) Check the seats to make sure there is no damage such as rips, tears, new stains, etc. List any items you notice below.
- ____ c) Make sure all the doors, locks and windows work properly. (Note any issues below.)

____ 3) Driver's Area

- ____ a) Mileage: _____ Beginning _____ Ending
- ____ b) Fuel: _____ Beginning _____ Ending
- ____ c) Lights – Check each of the following to make sure they are all working. You should get out of the vehicle to make sure they all work.
- Headlights (Regular & Bright's) Brake Lights
- Hazards Interior Lights (Dash & Overhead)
- ____ d) Are there any warning/service lights on? If so, list/describe below including if the light was a solid or flashing light.

Complete the following check list after you return to the church property:

- ____ 4) Is all the trash and personal belongings removed from the van?
- ____ 5) Did you note the mileage and fuel above?
- ____ 6) Is the van's exterior excessively dirty/muddy and need to be cleaned?
- ____ 7) Did anything on the van not work properly or behave oddly? (Air conditioning/heat, pulling to the left/right, brakes/belt squealing, etc.) Please note any items below:

____ Printed name & phone number of contact person:

| | | |
|----------------------------|------|----------------------|
| Place where van was driven | Date | Signature of Contact |
|----------------------------|------|----------------------|