

**Building Use Policy**  
**Prince of Peace Lutheran Church**  
**1325 Mission Road, Latrobe, PA 15650**

Prince of Peace Lutheran Church strives to bring the Gospel to the world in every way possible. We recognize that one of the ways in which we share the Gospel is through our hospitality in sharing the gift that God has given to us in our building and grounds. This policy is therefore set so that we can be good stewards of this gift that God has given to us, while helping all who use this facility remain respectful in this House of God.

I. The Executive Committee of the Congregation Council and the Pastor shall make decisions about the proper use of the facilities of the congregation. When there are concerns over the request, the Executive Committee will seek the advice of the Congregation Council.

II. What parts of the building may be used?

A. **Fellowship Hall** -- The Fellowship Hall may be used for gatherings, dinners, and social events. It may also be used for other reasons with the express permission of the Congregation Council. Chairs and table may be used during activities in the Fellowship Hall, but the Hall must be returned to the way it was before those who are in charge of the event leave the church.

B. **The Kitchen** -- The Kitchen may be used, but NO utensils, flatware, dishes, cups, pots, pans, paper products or supplies from the kitchen may be used for events that are NOT sponsored by the congregation or an affiliated organization. Members will be permitted full use of everything in the kitchen with the exception of the paper products.

C. **The Sanctuary** -- The Sanctuary may be used only with special permission of the Pastor. When the Sanctuary is used, neither the organ nor piano may be used without the permission of the organist of the congregation. During the use of the Sanctuary, no one should be in the Altar Area or the Sacristy at anytime. The Public Address system may be used, but only with the Pastor or someone who works with the Audio Visual Ministry of the Congregation present.

III. Who shall be permitted to use the facilities of Prince of Peace and what is the priority for their use?

A. Members, non-members, and Community Non-Profit Groups shall be permitted to use the facilities of Prince of Peace as scheduling around congregationally sponsored activities permits.

B. The order of priority for the use of the building shall be:

1. Events sponsored by the congregation and its affiliated organizations.

2. Events sponsored by the Southwestern Pennsylvania Synod and the Greater Latrobe Ministerial Association.

3. Events of Active Members of the congregation (an active member is defined in the congregation's constitution and by-laws as one who has communed and made a contribution of record in the current or preceding calendar year.)

4. Events sponsored by the Prince of Peace Pre-School (with the exception of regularly scheduled school activities (including special programs), these shall have priority over events of members)
5. Events of Community Based Non-Profit Groups who use the building on a weekly or semi-weekly basis
6. Events of Community Based Non-Profit Groups (single use)
7. Events of members who are Not Active in the congregation
8. Events of those who are NOT members of the congregation  
\*\*\*Events of For Profit Groups will not be considered

**IV. Guidelines for Building Use**

- A. No events approved for a Sunday will be permitted to begin before 1:00 PM. Events that have been approved for a Sunday may not be set up until NOON on the day of the scheduled event unless special permission is given. This will allow the congregation to use the building for Worship, Sunday School, and Congregational Fellowship events before the approved event is scheduled to begin.
- B. Those who sponsor activities and events in the church should be mindful of the purpose and mission of the church. Those in attendance should conduct themselves with the respect and reverence due this House of God.
- C. Prince of Peace Lutheran Church has a no-smoking policy in the building and within 50 feet of the entry doors.
- D. No alcohol is permitted to be used in the building or anywhere on the property for all events not sponsored by the congregation.
- E. The person who requests the use of the building **MUST** be in attendance at the event in question as to assure that the event takes place in orderly fashion and that the property of the congregation is cared for during the event.
- F. Please have children refrain from using the toys or other items that belong to the Prince of Peace Pre-School. These items are not the property of the congregation.
- G. Everything brought into the building for use during events held at the church and any trash that is made at the event must be removed from the building immediately following the event.
- H. For all non-profit groups, a certificate of insurance must be received with the deposit.
- I. Once an event is approved, a checklist will be sent to the responsible party to ensure that the building is left in the condition that it was found. The signed checklist must be returned to the Church Office before any deposits are refunded.

V. Fees for the use of the building

A. The Executive Committee and/or the Congregation Council shall have the right to waive or alter the fees listed below on a case by case basis in light of special circumstances or other reasons.

B. For all events that are not sponsored by the Congregation, the Synod or GLMA, there will be a \$25.00 deposit for members of the congregation and a \$50.00 deposit for all others that is to be received in the Church Office two weeks before the schedule event. Upon inspection of the building after the event, if the building is found to have been left in satisfactory condition, the deposit will be returned.

C. The fees for general use of the building shall be as follows:

1. Use of the Fellowship Hall:

- a) Members are requested to make a donation to defray the utility costs
- b) Non Profit groups (except SWPA Synod and GLMA): \$50.00
- c) Non –Members: \$100.00

2. Use of the Kitchen:

- a) Members are requested to make a donation to defray the utility costs
- b) Non Profit groups (except SWPA Synod and GLMA): \$25.00
- c) Non –Members: \$50.00

3. Use of the Sanctuary:

- a) Members are requested to make a donation to defray the utility costs
- b) Non Profit groups (except SWPA Synod and GLMA): \$50.00
- c) Non –Members: \$100.00

D. Fees for use of the building for Weddings are defined in the Prince of Peace Wedding Policy.

E. Fees for use of the building for funerals

1. There is no fee for the use of the building for the funerals of members and immediate family (Spouse and Children) who are not members of the congregation.

2. A fee of \$50.00 for the use of the building will be charged for all others who are not members of the congregation.

\*\*\* Please note that monetary charges for any food and supplies supplied by the congregation will be made through the Chairperson of the Funeral Dinner Committee.

VI. Borrowing of Tables, Chairs and Kitchen Items

- A. Members of the Congregation are the only people permitted to borrow items from the church. Other requests will be considered on a case by case basis by the Executive Committee.
- B. Before requesting to borrow items from the church, please consult with the Church Secretary to determine if the items you are requesting will be available to you. The Church Secretary has the Master Schedule of the Congregation. Once it has been determined that the items you are requesting to borrow are available, please fill out the request form that is attached to this policy.
- C. Items that are borrowed are expected to be returned in the condition that they were issued. Those who borrow items from the church are expected to inspect the items being borrowed and report and damage to the Church Secretary so it can be noted on your request form and you will not be held liable for that damage. If, upon inspection after the item is returned to the church, the item is found to be in further disrepair, the borrower will be responsible for paying for either the cost of the repair to the item or the cost of purchasing a comparable item for use within the Church.
- D. The borrowing of tables and chairs is based on what will be needed at the church at any given time for previously scheduled events. All events held within the church have the first priority of the use of the tables and chairs. The only tables that will be loaned out are the older table. The gray tables are for use within the building only.
- E. The borrowing of other items from the kitchen or the other areas of the church will be determined on a case by case basis by the members of the Executive Committee, the chair of the Property Ministry (if necessary), the Chair of the Fellowship Ministry (if necessary) and the Pastor.

This policy was approved by the Congregation Council on January 19, 2010

**Request for the Use of the Building**

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Member of the Congregation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this your event or are you requesting to use the building for someone else? \_\_\_\_\_

Are you requesting the use of the building for a non-profit community group? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, Name of the group you are requesting for \_\_\_\_\_

Type of Request \_\_\_\_\_ One Time Use \_\_\_\_\_ Multiple uses How often? \_\_\_\_\_

Date the event will take place and how long you will need to use the building \_\_\_\_\_

What type of event is going to take place? (Please be as specific as possible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate number of people who will be attending \_\_\_\_\_

Areas you are requesting to use? \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Sanctuary

The information I have given is true to the best of my knowledge. My signature below confirms that I have read the Building Use Policy for Prince of Peace Lutheran Church. It also confirms that I understand the policy and will abide by it at all times. I also understand that I or my organization will be liable for any damage that occurs to any part of the building during my event and that I will forfeit my deposit plus reimburse the congregation for said damages.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*Church use only

Deposit received on \_\_\_\_\_ by \_\_\_\_\_

Insurance certificate for non-profit groups received on \_\_\_\_\_ by \_\_\_\_\_

Approval by Executive Committee or Council on \_\_\_\_\_

Post Event Checklist returned on \_\_\_\_\_ Approved \_\_\_\_\_ Yes \_\_\_\_\_ No If no, why \_\_\_\_\_

Deposit returned on \_\_\_\_\_ by \_\_\_\_\_

If deposit not returned , give reason. \_\_\_\_\_

**Request to Borrow Items**

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Member of the Congregation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you requesting to borrow items for yourself or someone else? \_\_\_\_\_

What is being requested to borrow and how many? \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Other \_\_\_\_\_

Date the equipment is needed \_\_\_\_\_

Date equipment will be returned \_\_\_\_\_

For what purpose will the equipment be used?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information I have given is true to the best of my knowledge. My signature below confirms that I have read the Building Use Policy for Prince of Peace Lutheran Church. It also confirms that I understand the policy and will abide by it at all times. I also understand that I am liable for any damage occurs to any of the equipment that I borrow and that I will reimburse the congregation for said damages.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*Church use only

Approval by Executive Committee or Council on \_\_\_\_\_

Is there any damage to the item before it was borrow? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain the damage:

Is there damage to item upon its return? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain the damage:

## Post Event Checklist

**Please leave on the table near the doors before you leave the church for the final time**

**Please note: Janitorial Supplies can be found in the closet between the restrooms**

### **Those using the Fellowship Hall:**

- \_\_\_\_\_ Tables and Chairs returned to Pre-Event arrangement and other tables and chairs used put away neatly in closet
- \_\_\_\_\_ Floor swept of any debris
- \_\_\_\_\_ Garbage cans emptied and relined
- \_\_\_\_\_ Nursery School Tables and equipment returned to Pre-Event arrangement
- \_\_\_\_\_ Back Fellowship Hall Doors closed
- \_\_\_\_\_ Heaters Returned to Pre-Event settings
- \_\_\_\_\_ Garbage and personal items removed from the room
- \_\_\_\_\_ Lights turned off and doors to hallway closed

### **Those using the Kitchen:**

- \_\_\_\_\_ For Members: Any dishes, pots, pans or utensils used have been washed, dried and returned to their proper places.
- \_\_\_\_\_ Stoves and ovens turned off and cleaned
- \_\_\_\_\_ Microwave cleaned
- \_\_\_\_\_ Sinks cleaned and wiped out
- \_\_\_\_\_ Counters wiped
- \_\_\_\_\_ Floor swept
- \_\_\_\_\_ Garbage cans emptied and relined
- \_\_\_\_\_ Water turned off
- \_\_\_\_\_ Items removed from Freezer/Refrigerator and cleaned
- \_\_\_\_\_ If big refrigerator is used, unplug and clean
- \_\_\_\_\_ Garbage and personal items removed from the kitchen
- \_\_\_\_\_ Lights turned off (the switch for the back lights is near the stoves)
- \_\_\_\_\_ Doors closed

**(Continued on back)**

**Those using the Sanctuary:**

- \_\_\_\_\_ If Piano is used, assure that it has been returned to its proper place.
- \_\_\_\_\_ Pews Checked for things left behind and any trash left behind is disposed over properly
- \_\_\_\_\_ Floor Swept (if necessary)
- \_\_\_\_\_ Doors at the rear of the Sanctuary are locked
- \_\_\_\_\_ Heat returned to Pre-Event Setting
- \_\_\_\_\_ Sanctuary Lights turned off
- \_\_\_\_\_ Doors in the Narthex are locked
- \_\_\_\_\_ Narthex lights turned off

**General items to be checked:**

- \_\_\_\_\_ Lights in both restrooms turned off
- \_\_\_\_\_ Sunday School lights turned off
- \_\_\_\_\_ All garbage and personal items removed from the building
- \_\_\_\_\_ Hallway lights turned off
- \_\_\_\_\_ Doors Locked
- \_\_\_\_\_ Janitorial Supplies returned to the closed and the door closed

I have done all the items checked on this sheet and have left the building the way it was found. It is my responsibility to report any damage or problems in the building to the Church Secretary as soon as possible or I risk losing the deposit that I placed on the building for the use of it.

Signed \_\_\_\_\_

Date \_\_\_\_\_