

# **FACILITY USE GUIDELINES**

**FAITH LUTHERAN CHURCH  
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205-680-2144  
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## FACILITY USE GUIDELINES

Faith Lutheran Church shares the gifts of God that God has given the congregation. One way of doing this is by giving groups from the community the opportunity to use the parish facilities. A group can be from either inside or outside the membership of the congregation. The mission and purpose of the group must be compatible with the mission and purpose of Faith Lutheran Church.

To maintain fairness to all groups who use these facilities and to maintain orderliness, the following guidelines apply to all who use the facilities of Faith Lutheran Church.

1. Individuals and or groups who use these facilities are to consult the congregation's secretary to determine the availability of the facility. If the facility is available on the requested date, the secretary will refer the request to the building coordinator. The building coordinator will meet with the group representative to review the facility use policies and complete a facility use application.
2. The building coordinator, in consultation with the pastor, may approve requests for a one-time use of parish facilities. The congregation council must approve requests for recurring use.
3. Charges, if any, for use of parish facilities are due two weeks prior to the event/meeting date.
4. The following facility use guidelines are to be strictly adhered to at all times:
  - a. If given a key to the area to be used, this key is not to be duplicated. It is to be returned to the building coordinator immediately following the event/meeting.
  - b. Parish facilities are smoke free facilities. Smoking or other use of tobacco products is prohibited. While smoking outside is permitted, it is strongly discouraged. Grounds must be kept free of cigarette and other tobacco waste.
  - c. Alcoholic beverages are not permitted on the parish premises.
  - d. All lights, heating/air-conditioning are to be turned off before leaving. Please make sure all doors have been locked before leaving.
  - e. Report any problems with parish facilities to the office at 205-680-2144 or to the building coordinator.
  - f. Permission must be obtained to store items in the parish grounds. Consult the building coordinator regarding storing materials between events/meetings.
  - g. Facilities are to be left as clean or cleaner than they were found.

5. Requests for recurring use of the facilities are to be renewed in January of each calendar year.
6. Congregation programs and activities have priority over other facility uses. The congregation will attempt to give groups who use the facilities at least 30 days advance notice of any needed schedule changes. The congregation will attempt to work out alternative arrangements/space for groups who are displaced.

### SPECIAL SERVICE

1. All special services, weddings, funerals, baptisms, etc. are to be arranged in consultation with the pastor.
2. Any flowers/plants for the chancel and nave are to be placed so that clergy have free access to all necessary areas. No decorations may be affixed to the woodwork of the nave.
3. Nothing is to be placed on the altar other than the appropriate paraments and vessels used in worship, unless permission has been obtained from the pastor prior to the service.
4. The proper liturgical color for the season and rite will be used during the special service regardless of the occasion.

### FUNERALS

1. The death of a member of Faith Lutheran Church should be reported immediately to the parish office. Arrangements for the funeral should be made in consultation with the pastor.
2. When a funeral occurs, the congregation and all who participate in the service will be giving witness to our belief in the "Church Triumphant." This principle shall direct all preparations and conduct of all funerals.

### BAPTISMS

1. Since baptisms are a ministry of the gathered congregation, baptisms will take place at a public service. The pastor may make exceptions.
2. The pastor will do counseling prior to the baptism

### WEDDINGS

1. See "A Guide for Weddings."

FAITH LUTHERAN CHURCH'S  
FACILITY USE APPLICATION

Name of Organization: \_\_\_\_\_

Date/s of use of the facility: \_\_\_\_\_

Will use of the facility need to be recurring?       Yes       No  
(Note: recurring use must be renewed in January of each calendar year.)

Recurring facility use renewed on:

Date	Signature of Building Coordinator	Date	Signature of Building Coordinator
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Purpose of use of the facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will any items need to be stored in the parish grounds?       Yes       No

Other agreed upon regulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ do here by agree to Faith Lutheran Church's Facility Use Guidelines. I/We will comply with the guidelines and will accept Faith Lutheran Church's right to terminate this agreement for any reason.

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Building Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

updated 06/06/06 mdp