

## **Good Shepherd Lutheran Church Building Use Policy**

Members of Good Shepherd, nonprofit groups, community groups, other religious organizations, and specially-approved groups may use the church buildings (other than the Sanctuary and Day School areas) with prior permission from Congregation Council.

Any group permitted to use the facility will be required to return the building to the same condition they found it. **Outside groups are responsible for their own set up.** This includes tables and chairs.

A cleaning deposit is required from outside groups in the amount of \$100.00 for a group of less than 75 people and \$200.00 for groups over 75 people. **The use of the gas range in the FAB is not allowed without a trained member of GSLC present.** The deposit will be returned within 5 days if the facility is returned in satisfactory condition. Keys will not be distributed to non-members.

Any items requiring further attention after the event should be brought to the attention of the responsible group immediately. Any dispute of conditions of cleanliness after use will be decided by the Property Chair and president of Council. If additional cleaning is required, the group will be notified immediately. Additional cleaning will be performed after hours by the sexton. The sexton will be compensated in the amount of the forfeited deposit.

**A member of Good Shepherd Lutheran Church will serve as a sponsor for each outside group which is approved.** That person will be responsible for coordinating with the group, monitoring the use of the facility, and ensuring the building is returned to the proper condition following the event. They shall ensure all HVAC units are set to proper levels and all lights are turned off after the event. The sponsor is responsible for unlocking the facility and ensuring the facility is locked after the event. The sponsor should also ensure the bathrooms are generally clean and check to make sure the building is returned to the proper condition following the event, including tables and chairs. If food is served in the FAB, the floor should be swept and any spills mopped dry.

Good Shepherd Lutheran Church events take first priority, members take second, and all others fall thereafter. Outside events will not be placed on church calendar until approved by Council. All outside groups must be approved on a use-by-use basis each time.

Members and groups of Good Shepherd are also responsible for general cleaning and returning the room to the same condition as they found it. The kitchen should be cleaned after each use including the stove. If food is served, any trash should be removed and tables and chairs replaced as they were found.