

## Use of Facilities by Outside Organizations

**Purpose:** To provide the Church Council, pastors, and parishioners with a clear understanding of how the church facilities should be utilized by organizations and individuals in order to further the mission of Redeemer Lutheran Church in our community.

The sanctuary shall be used for services and meetings which are religious in nature and do not interfere with normal Redeemer Church activities. Marriages, baptisms, funerals, memorial services, choral/instrumental recitals, and the like shall qualify.

The Parish Room, Fellowship Room, classrooms, and other spaces shall be used by organizations and individuals which satisfy any of the categories listed below. These should not interfere with Redeemer Church activities.

- A. Organizations which do not conflict with Christian endeavors or subscribe to beliefs contrary to the constitution of Redeemer Church.
- B. Wedding receptions for members and prospective members.
- C. Receptions and activities in conjunction with the use of the sanctuary as stated above.
- D. Rummage and bazaar-type sales by Redeemer Church only.
- E. Bible study and study or creative work.
- F. Self-help groups.
- G. Service organizations.

### Procedure for Approval

1. All requests for use of Redeemer Church facilities by organizations and individuals, whether on a one-time basis, periodic or continual use, shall be made in writing to the Facility Manager. The attached *Request for Use* questionnaire should be completed in order to help the office make its decision.
2. Redeemer staff members are authorized to allow usage on an emergency basis.
3. While every effort will be made to accommodate your schedule, circumstances may arise which cause Redeemer Lutheran Church to pre-empt your activity if it interferes with a Redeemer Church activity.
4. All requests for church usage on a periodic or continual basis are to be renewed annually, by June 1<sup>st</sup> of each year.

Rules of conduct, as follows, shall be agreed upon prior to the use of the facilities.

1. Available hours are 8:30 a.m. to 10:00 p.m.
2. No alcoholic beverages.
3. No smoking.
4. For groups outside the church, the kitchen is available for catering set up only, no cooking.
5. Facilities shall not be used on a rental basis only.
6. Conditions of facilities shall be left in the same condition as found.
7. Organizations shall remove all its refuse from the premises.
8. We discourage the serving of colored beverages such as reds and purples that may cause serious stain damage.
9. A sheet laying out the procedures for using the facilities will be provided explaining how to open/close the building, handling lights, thermostats, etc.

There is no charge or rental for the use of church facilities. Voluntary donations are accepted to help defray extra costs associated with use. Suggested donations with respect to weddings are attached.

