Peace Lutheran Mission Statement:

Reaching out to help people experience a personal relationship with Jesus Christ

I. DEFINITION

“Church Property” encompasses the building and grounds, as well as the equipment and other property therein.

II. POLICY

Advanced approval is required for “Church Property use” by any church/school ministry, congregation member, or non-profit ministry. The approval process is specified below.

III. BUILDING AVAILABILITY/RESERVATIONS/LIMITATIONS

1. Building use events shall fall into one of the following three categories:
   Category 1: Congregational/School events scheduled by the program staff, Board of Directors (B.O.D.) or congregational ministries.
   Category 2: Member events including receptions, anniversaries, confirmation dinners, wedding or baby showers, etc. Member weddings are covered by a separate policy that can be secured from the Church Office.
   Category 3: Nonprofit public service events whose objectives are deemed by the B.O.D./Pastor to compliment the aforementioned mission of Peace Lutheran Church.

2. Category 1 events must be scheduled through the church secretary and cleared for use by office staff in accordance with office procedures. However, no building form is needed.

3. Individual(s) or group(s) falling under Categories 2 and 3 must fill out the Church Building Use form and turn into the church secretary for approval from the Office Staff. If the Office Staff has any questions, they will bring it to the attention of the B.O.D. In all cases, the B.O.D. reserves the right to refuse the use of church facilities and cancel all usage agreements at any time without prior notice. Scheduling requests should be made 7-10 days in advance to ensure consideration.

4. Recurring event requests in Categories 2 and 3 will be brought before the B.O.D. for approval.

5. Events will be approved 1) by category level priority and 2) in the order that the requests were received.

6. All bookings for Categories 2 and 3 cannot be made more than 3 months in advance. Weddings and associated receptions are guided by a separate policy, and can be booked more than 3 months in advance.

7. Special scheduling considerations/conflicts will be brought before the B.O.D.

8. Once an event is scheduled and approved, Peace Lutheran intends to honor all commitments. However, funerals and congregational imperatives will take precedence over any pre-approved activity.

9. Church property cannot be used for personal profit, unless authorized by the B.O.D.
10. Category 2 and 3 events will be limited to building spaces that are not actively being used as grade-level classrooms.
11. Some church property (i.e. soccer fields) may not be available for a length of time, per the Board of Trustees and/or the B.O.D.
12. Opening/Closing procedures will be determined on a case by case basis.

IV. **CHURCH PROPERTY RULES**
1. No activity will be allowed if the activity and/or the sponsoring group are in conflict with the doctrine and/or beliefs of Peace Lutheran Church.
2. The sponsoring person or group assumes full responsibility for the preparation, cleanup, security, and breakage of any part of the “Church Property”. If additional cleanup or repair/replacement of “Church Property” is needed due to an event, the sponsoring person or group will be responsible for all costs.
3. Meal preparation and serving of meals for any event requires adherence to all posted rules, and may require separate training with a congregational representative depending on the event.
4. Functions that are not sponsored by a church board must end by 10pm.
5. The sponsoring person or group leader must not leave the building during the event. Also, said person or leader must not leave the building until all people attending the event have left.
6. Peace is a nut-free campus.
7. No smoking on church grounds
8. Alcohol is not permitted on church grounds.
9. No gambling for money is permitted on church grounds. Church/School Raffle fundraisers must be approved by the B.O.D.
10. No decorations may be used that would result in damage to painted walls, doors, or woodwork. Painters tape may be used in our facilities.
11. After the event, lights must be turned off, doors locked, and keys returned.
12. Non-Congregational Sunday Events in the Gathering Room/Gym/Sanctuary may not start setting up any earlier than 12:30pm on Sunday.
13. Posted rules in select rooms must be followed.
14. Access to one part of our Building/Facilities does not include access to all other parts. Other areas of the building are off-limits unless prior permission has been obtained.
15. Custodial staff persons are not available to assist with your facility questions/needs.

V. **RESPONSIBILITY**
The B.O.D. and/or the Pastor will be consulted as specified in the preceding sections of our policy.

VI. **INDEMNIFICATION:**
Peace Lutheran Church & School will not be responsible for loss of personal property or for injuries sustained by the attendees for occurrences within the property limits of Peace Lutheran Church and the group agrees to indemnify and hold the church harmless from all claims or demands or expense arising out of, or injuries or damage sustained by attendees.