

Bethany Ev. Lutheran Church

Guidelines for the Use of Church Property

In General

Bethany Lutheran Church's primary purpose is to carry out the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and is happy to share its facilities. So that all church members, church organizations, and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Application, Property Use Agreement, and Release Form.

Requests for building use are managed through the church office. Our first priority is to congregational programs and membership needs. Priority is then given to nonprofit groups that are supported by the church and finally, to other nonprofit organizations. Use of our facilities is limited to nonprofit groups.

Approval for use of the grounds and/or facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use church facilities are not to advertise the event in such a way as to imply endorsement by the church. No activities may take place within the church, its buildings or grounds, that conflict with the practices of this congregation and the WELS.

Eligibility

1. Groups: Any society or group of members of Bethany Evangelical Congregation is entitled to the use of the church facilities for their normal and approved functions.
2. MLS, Synod, and Sister Congregations: Special consideration shall be given to MLS, our Synod, and our sister congregations for use of our facilities.
3. Church Members: Individual members of the congregation are entitled to use the facilities for receptions, birthdays, showers, and the like. They may also use church property off premises. Approval or disapproval for requests of this nature will be entirely within the authority of the Pastor and the Board of Trustees. (Note: Cost for use of these facilities and property should be reimbursed by the users in the form of a donation to the general fund of the congregation.)
4. Local organizations and individuals for one-time or short-term usage also may use the church building or grounds.

Steps to Facility Use Scheduling and Off Premises Property Usage

1. Obtain and complete an Application, Property Use Agreement, and Release Form from the church office at least 60 days prior to the event.
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Application, Property Use Agreement, and the Release Form to the church office and you will be notified whether it is approved or not.

Fees

**Donations to cover the cost of utilities and cleaning are appreciated.*

Rules and Regulations

1. **Church Property:** Church property will not be loaned, borrowed or removed from the church premises without prior permission from the church office. Church property such as chairs, tables, etc. may be used when using the facility under the rules herein.
2. **Facility Care:** *The church area used must be left clean and orderly with church furniture and property returned to its designated place.*
3. **Schedule:** The event must not interfere with normal church activities. In general, building use hours are from 7:00 a.m. – 10:00 p.m. Monday through Saturday.
4. **Keys:** You are responsible for arranging to pick up a key and the security code from the church office the week of your event. The church office is generally open from 8:00 a.m. – 3:30 p.m. Monday through Friday. Keys will be checked out only to the contact person listed on the Application, Property Use Agreement, and Release Form. Keys must be returned to the church office within two days after use of the facility.
5. **Kitchen Rules:** *The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster across the parking lot by the garage. Church supplies are not to be used except by church sponsored activities.*
6. **Piano/Organ Use:** Permission to use the electronic piano or organ must be granted by the Pastor or the church President.
7. **Sanctuary Sound and Projection System:** The sanctuary sound and projection system is available for use. The system must be operated by a Bethany Lutheran Church trained member or by individuals pre-approved by the church office. No other equipment may be attached to the sound or projection system without prior approval.
8. **No smoking or alcohol use allowed:** Bethany is a smoke free campus which includes all buildings and grounds. No alcoholic beverages are to be consumed in the church building or on church property.
9. **Building Use:** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the building.
10. **Ball Field/Soccer Field:** In addition to all applicable rules and guidelines in this document, all users must abide with all posted rules and regulations at the field.
11. **Playground:** Use of the playground is allowed during your requested activity. All users must abide by the posted rules. Garbage and trash is to be properly disposed of. Supervision of children is required to ensure safety and that equipment is used properly.
12. **Garage:** The garage and its contents are off limits to all outside groups using the facilities.
13. **No Games of Chance:** Gambling on the church premises is strictly prohibited.
14. **Supervision of Children:** The congregation seeks to provide a safe environment for all. All users of the facility are expected to follow the guidelines of this policy, including the following:
 - a. No fewer than two adults (age 19 or older) should be present at all times during any program or event involving children.
 - b. Adult supervision is required at all times both inside and outside of the church property including ball fields, playground, and parking lot.
 - c. Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
15. **Food and drink:** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (Dishes, silverware, table cloths, etc.) and remove immediately after the event.

16. **Decorations:** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely after the event.
17. **Emergency Scheduling Conflicts:** The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
18. **Storage:** All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
19. **Breakage:** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building, premises, and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
20. **Security:** The congregation works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage of personal property.
21. **Final Decisions:** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned herein, the Church Council or their designated representative shall decide the matter and all individuals and groups shall abide by the Church Council's directions or forfeit the use of any part of the facility immediately.
22. **Termination:** Any individual or group that does not observe these rules shall have their privilege of usage of the facilities of Bethany Lutheran Church terminated.

Bethany Lutheran Playground
Please observe the following:

- Adult Supervision Required
 Play at your own risk
- Play safely and courteously
- Surface Pea Gravel to remain OFF equipment
- Please Deposit Garbage in trash can
- PLAYGROUND CLOSSES AT DUSK