

St. Luke's United Church of Christ

329 Walnut St.
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1 Introduction

1.1 Church Vision that Guides Our Building Use

No matter who you are or where you are on life's journey, you are welcome here.

1.2 Goals

Use this space in a way that honors God, and to treat visitors as honored guests.

1.3 Criteria to Determine Building Use

In order to be granted permission to use our facility, the activity must fit with who we are and what we believe, and not have a negative impact on other programs that we support. The group meeting in our facility must understand the need to treat the church's property with respect. Safety issues, legal issues, and space availability will also be considered.

1.4 Maintenance of this Policy

This policy will be reviewed at least once every two years by the Council, posted on the church website, and kept in the Policies Binder in the church office. Questions and concerns regarding this policy should be directed to the Pastor, Council President, and/or Chair of Finance and Property Committee

2 Procedures

2.1 Building Users

Use of the building facilities will be open to all persons and organizations that are willing to sign and abide by the Building Use Agreement and have been granted approval by the Office Administrator, Pastor, or St. Luke's UCC Council.

- ✚ Church facilities will not be open to persons or organizations that engage in any type of illegal activity or whose actions do not serve to advance the ministries of St. Luke's UCC.
- ✚ Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.

There are three distinct groups of building users:

- ✚ St. Luke's UCC organizations, committees, teams, and groups, to include community ministries the Council may designate
- ✚ Members of St. Luke's UCC and approved member-hosted organizations (those with a St. Luke's UCC member acting as the responsible person who is also in attendance at all functions)
- ✚ Any other non-member individual or organization
 - ❖ Requires the custodian or another church member present for security purposes (Minimum \$50 for three hours)

2.2 Building Use Donations

Donations for building use are based upon the type of user:

- ✦ Building use will be free of charge for St. Luke's UCC organizations, committees, teams, and groups.
- ✦ St. Luke's UCC will accept donations as posted to defray utility and janitorial costs and/or to advance the ministries of St. Luke's UCC when members of St. Luke's UCC and approved member-hosted organizations use the building.
- ✦ All other approved non-member individuals or organizations who wish to use the church facilities will be asked specifically to make a donation in accordance with the donation table below. The donation is intended to cover expenses for heating, air conditioning, and maintenance.
- ✦ See Appendix A for recommended Fee Structure.

2.3 Scheduling and Reserving the Building

The St. Luke's UCC Office Administrator will coordinate building use reservations on a central calendar and will ensure that no conflicts exist with scheduled events. Worship and ministry activities will always have precedence over other building use. If a scheduled activity conflicts with a worship or ministry activity, the Office Administrator will notify the person responsible for the activity. Otherwise, the building will be scheduled on a first come, first served basis.

- ✦ St. Luke's UCC organizations, committees, teams, and groups can schedule building use by contacting the Office Administrator.
- ✦ All other individuals and organizations (member or non-member) can schedule the church facilities by checking building availability with the Office Administrator and completing and signing a Building Use Agreement (Appendix B). The Building Use Agreement must be on file in the church office. A copy of this form will be provided to the person requesting the facilities. No other agreements, verbal or implied, will be binding on either party except by written amendment signed by the user and St. Luke's United Church of Christ.

In the event that an urgent worship or ministry need (i.e. a funeral) arises that conflicts with a scheduled activity, the church reserves the right to cancel that scheduled activity if no other option is available. This happens rarely, and we will make every effort to avoid conflicts.

2.4 General Guidelines for Use of Facility.

- ✦ All outside groups or persons requesting use of church facilities must also have and adhere to Safe Church Policy (Appendix C) regarding minors. A minimum of 2 adults must be present at all times. This form should be signed and turned in with the Building Use Agreement.
- ✦ No smoking is allowed in the building, and no alcohol may be served.
- ✦ Activities and programs are limited to the space assigned/requested.
- ✦ St. Luke's is not responsible for items lost or stolen. All unclaimed items will be kept for a short period of time and then donated to a worthy organization.
- ✦ Decorations which may cause damage to our facility are prohibited.
- ✦ Conduct of all persons attending event/programs are expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- ✦ A security code will be given to each group who uses the building, along with instructions for getting in the building and unlocking the doors.
- ✦ The user will be held responsible for any damage done to church property. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

2.5 Catering

St. Luke's UCC does not offer catering services to individuals or organizations using the





facilities. However, outside catering may be obtained provided that all Building Use Agreement guidelines are met and the Office Administrator has approved the serving locations.

2.6 Departure Checklist and Contact List

The Departure Checklist (Appendix D) and Building Use Contact List (Appendix E) will be attached to the signed copy of the Building Use Agreement that is given to the person who will be using the facility.

2.7 Kitchen Use

Any St. Luke's UCC organization, committee, team, or group that uses the kitchen must abide by the Kitchen Use Guide, which is in a binder in the kitchen at all times.

-  Please clean up any messes, and throw away all trash.
-  Make sure that all dishes and utensils are clean and put away.
-  Make sure all appliances have been turned off, and all refrigerator doors are firmly closed.
-  Please don't use any appliance if you haven't been instructed on its use.

2.8 Other

The St. Luke's UCC Council reserves the right to restrict or revise the use of the church facilities at any time without notice.

Other than being identified as an event location, use of the church name (St. Luke's United Church of Christ (UCC)) in affiliation with any activity not sponsored by the church but held on the church property or in the church buildings is to be requested by the organizers, presented to and approved by the Church Council.

Appendix A

St. Luke's UCC Fee Structure

Room	Members	Non-Members
Watson Hall	\$65/4 hours + \$15/hour over	\$75/4 hours + \$20/hour over
Watson Hall and Kitchen	\$150/4 hours + \$15/hour over	\$200/4 hours + \$20/hour over
Blankenbeker Room	\$20/hour (2 hour minimum)	\$25/hour (2 hour minimum)
Multipurpose Room (no meal)	\$20/hour (2 hour minimum)	\$25/hour (2 hour minimum)
Multipurpose Room (meal)	\$100	\$125
Welcome Area	\$40/4 hours + \$15/hour over	\$50/4 hours + \$20/hour over

There is no charge for members for use of the Sanctuary. All sanctuary use requests will be approved on a case by case basis. Separate Wedding Policy and Funeral Policy brochures are available.

**In addition to these fees, all building use not hosted by a church member requires a \$50 custodial fee to cover the cost of set up, clean up and care during your event. This fee may be waived by the Pastor and Council for ongoing groups who handle their own set-up and clean up.*

- ✚ There is a \$100 deposit for any event involving food or an unusual setup, in addition to the room use fee. This deposit will be refunded in full if the space is left as found, in acceptable condition, with all decorations down, trash removed in the building and the parking lot/grounds, no big messes, floors not in need of total cleaning, no breakage, no doors or windows left open/unlocked, no usage of items or areas which were not part of the agreement, etc.
- ✚ No amplified music or other loud noise is allowed after 10 p.m. due to city noise regulations, and music should be moderated at all times with respect to our neighbors.
- ✚ Community groups to be hosted by the church for regular meetings must be approved by the Pastor, Church Administrator or Church Council, may have limited room use fees, and are still asked to contribute towards custodial and utility costs.

ALL REQUESTS ARE SUBJECT TO REVIEW BY THE COUNCIL.

Appendix B

Building Use Agreement

This form is to be completed by the person responsible for any event held at St. Luke's UCC which is not sponsored by the church or one of its groups. Availability of the facility must be confirmed with the Church Administrator. This form must be turned in at least a week before your event, and will be kept on file in the church office.

Name of Responsible Person: _____

Address: _____

Phone Number: _____ Email Address: _____

Organization _____

Purpose of Gathering: _____

Date(s) and Time(s) of Use: _____

Area/Room(s) to be Used: _____

Approximate Attendance Expected: _____

Will you need tables and chairs set up? ____ If so, how many? _____

Will you need to use the kitchen? ____ If so, what will it be used for (beverages, snacks, potluck, cooking a meal, etc.)? _____

If using a caterer, please give name and phone number: _____

I agree to furnish the church with a copy of insurance policy/rider for \$1,000,000 in liability insurance. I also agree to pay St. Luke's United Church of Christ _____, as agreed.

St Luke's UCC agrees to provide church facilities as they are. I/We agree to abide by the expectations spelled out in this document, and to complete the departure checklist and sign the Safe Church Policy.

I/We agree to hold St. Luke's UCC, congregational members, Church Council, and church employees harmless and free of any claims of liability which may result from any injury or loss of property. I/We agree to accept full responsibility for any such claims from persons in attendance at this event. I/We agree to be liable for any damages or incident which may occur in connection with this event.

Signature: _____ Date: _____

Approved by: _____ Date: _____

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Appendix C

St. Luke's United Church of Christ

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“Safe Church” Policy for Working with Children and Youth

St. Luke's United Church of Christ strives to be a safe place for children, youth and adults, through which the Christian life is exemplified. We pledge to uphold the personal worth and safety of all persons involved in our activities, and to guard participants and leaders against any form of harassment or abuse. In the interest of fulfilling these goals, all group leaders and teachers, volunteer or staff, will follow these policies:

- I. **All Christian groups and classes practice following Jesus.**
 - A. Activities will emphasize encouragement, belonging and esteem.
 - B. Group experiences will involve worship, recreation, and service – being the Church now.
 - C. Leaders will model respect for all people.
- II. **Respect is earned and mutual.**
 - A. Exhibit dependability and consistency.
 - B. Practice cooperation among adult leaders.
 - C. Take the thoughts and feelings of youth/children seriously.
- III. **Every situation is a *teaching situation*.**
 - A. Teach leadership and community living.
 - B. Refrain from profanity and from sharing private/adult information.
 - C. Alcohol, tobacco, or controlled substances are not to be used in the presence of youth or children during church activities. (Smoking must be done apart from the group. The pastor or president must be advised if a leader is taking prescribed medication which might affect mood or alertness.)
- IV. **In every situation, *you are the adult*, responsible for other people's children and youth.**
 - A. Our purpose is to meet the needs of youth and children, and to model Christian behavior.
 - B. Consider safety in all activities.
 - C. **Always** call parents with medical concerns.
 - D. **Never** hit or humiliate a young person.
 - E. **Never** share sexual ideas or experiences.
 - F. **Never** touch a child or youth in areas normally covered by underwear or a bathing suit, except in the case of extreme medical emergency. “Arm around the shoulder” hugs are best. Either ask permission or let the young person initiate any full embrace. Tickling and back/shoulder rubs are strongly discouraged.
 - G. Observe a **“two adult”** rule at all times. Make private conversations safe by open doors/space.
 - H. Report any suspicious or abusive behavior to the pastor or president immediately. All leaders must follow the **“mandated reporter”** statute of the State of Indiana, which states that **any person** who suspects child abuse or neglect is required to report to law enforcement authorities.

V. Documentation of Leaders and Participants

- A. **Application/Disclosure Forms** are required for all people working with children or youth. These forms must be renewed annually, and will be managed by the pastor and president. Those who do not complete or pass the background check will not be allowed to serve in a leadership role with children or youth.
- B. A Medical History & Consent Form must be on file for each participant, renewed annually and signed by the guardian(s) of each youth or child. An additional form for Health Care Power of Attorney must be completed and notarized for any out-of-town activity.

I have read and understood St. Luke's "Safe Church" policies and procedures, and I agree to abide by them in all my activities with children, youth and adults.

Signature

Date

Appendix D

Departure Checklist

In accordance with the Building Use Agreement, any individuals or organizations approved to use the facilities at St. Luke's UCC must complete all items on this Departure Checklist prior to leaving the facility.

- _____ Clean up any spills or messes.
- _____ Pick up all trash from floors, including bathrooms.
- _____ Wipe off any tables that were used.
- _____ Return all tables, chairs, and items that were used to the arrangement and position where they were found.
- _____ Check to see that all faucets have been turned off.
- _____ If the kitchen was used, make sure all appliances are turned off, refrigerator doors are closed, all dishes are washed, and all items are put away.
- _____ Return all cleaning supplies to their storage areas.
- _____ Remove all items brought to the building, including leftover food.
- _____ Remove all trash generated by your group. Trash cans are available on the far side of the parking lot, by the alley.
- _____ Make sure all lights are turned off.
- _____ Lock all outside doors.
- _____ Make any necessary calls to the Building Use Contact List for any problems or emergencies.

Appendix E

Building Use Contact List

Darwin Harting	(502) 396-3531
Becky Herald	(812) 987-5944

In an emergency, call 911 and notify the pastor or someone else on the contact list as soon as it is practical.