

# TREE OF LIFE LUTHERAN CHURCH

## Building Use Policy

### SCHEDULING AND SUGGESTED DONATIONS

#### Church and Tree House Use

All groups, congregational or otherwise, are required to submit to the Property Committee a completed Building Use Form. The **only** exception to this requirement is regularly scheduled monthly meetings of TLC standing committees. However all committee meetings and times should be indicated on the scheduling calendar located in front office of the church on Friday through Sunday or at the main office Monday through Thursday.

**REMEMBER:** Be sure to give committees one month or more to consider your needs before planning your event! Requests should be placed in the Property Committee's folder in the file rack on the wall in the Church. **The Property Committee meets the second Monday of each month.**

- 1) Requests for use of the Sanctuary (Worship Space) are limited to congregational members for worship purposes. These requests should be directed to the Worship Committee and may be approved by them after checking the church calendar and notifying the Property Committee Chairperson. **The Worship Committee meets the first Monday of each month.**
- 2) If a church member would like to borrow tables, chairs, or canopies (tarp and poles) for use outside of church property, a Building Use Form must be submitted to the Property Committee.
- 3) **Children and Youth must have adequate adult supervision in the building.** A minimum of two adults must be present with the children at all times.
- 4) **If you turn it on, turn it off.** Examples are lights, water, stove, oven, coffee pots, etc.
- 5) Keep windows closed. Heat or air conditioning is always on.  
**CRITICAL! DO NOT TOUCH MECHANICAL SYSTEMS!**  
Examples are thermostats, sound equipment, and bell controls. If you are in doubt, err on the side of caution and please don't touch! These systems are very delicate and cannot be easily repaired or replaced.
- 6) Use only public space (bathrooms, Narthex, etc.) and rooms for which you have contracted. Please be courteous and refrain from using the Sanctuary unless approval has been given.
- 7) Food or drink **is not** allowed in carpeted areas.
- 8) Please refer to instructions for clean up posted in the kitchen. **YOU ARE ABSOLUTELY RESPONSIBLE FOR CLEAN UP!!!** This includes cleaning up all spills, wiping down tables, sweeping up crumbs, removing trash to the dumpster. **DO NOT LEAVE THESE JOBS FOR SOMEONE ELSE TO DO.** We are all busy people dealing with full schedules and do not need any additional jobs.
- 9) Respect church property... Leave it in the same or better condition than you found it.
- 10) Report problems promptly to the church office (238-8733) at the time of the event or on the following day.
- 11) The following rules are in place regarding Keys:
  - 1) Keys are issued through the Property Committee.
  - 2) Do not make or lend keys. This is a must for everyone's safety.
  - 3) If you are given a key, please return it *as soon as possible* after use.
  - 4) Property Committee reserves the right to request the return of keys.
- 12) No smoking is permitted inside the building. Outside smoking is limited to the side door near the cigarette receptacle.
- 13) No alcohol is permitted inside the building except for sacramental purposes and one ceremonial toast for special occasions such as weddings and anniversaries.

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#### Church and Tree House Use

- 1) Tree of Life Church Sanctioned Groups - Sunday school, Vacation Bible School, Tree of Life Church Committals and Fellowships
  - **Scheduling:** Check the Scheduling Calendar in front office or call the church office to see if other activities are scheduled. If not, fill out a Building Use Form so your space can be reserved for you to avoid any conflicts.
  - **Fees:** None, but remember to **CLEAN UP AFTER YOURSELF.**
- 2) Tree of Life Church Member Represented Groups - Fraternal Organizations, Non-Profit Community groups with member present during use
  - **Scheduling:** Fill out the Building Use Form and return it to the Property Committee for approval. Property Committee meets the second Monday of each month. NO last minute permissions will be given.
  - **Fees:** Cash donation or donation of time performing chores. Clean up of areas used is required.
- 3) Non-Member Non-Profit Groups and Individual Non-Members
  - **Scheduling:** Fill out the Building Use Form and return it to the Property Committee for approval. Property Committee meets the second Monday of each month. You **MUST** allow ample time for all approvals to be processed.
  - **Note:** A deposit of \$100.00 will be requested after approval has been granted and before use can take place. Make your check out to Tree of Life Church and mark "Rental" in the memo field. After the event the deposit will be returned within 30 days after your checklist is received and reviewed. Any costs associated with cleanup or repairs will be deducted from the original deposit amount.
  - **Suggested Donations:** Please make your check out to "Tree of Life Lutheran Church" and indicate "Property Use" in the memo field:
    - a. Classroom - \$20 per hour
    - b. Kitchen - \$35 per event. Use of Kitchen includes use of kitchen equipment and kitchen utensils. **ALL OUTSIDE GROUPS MUST PROVIDE THEIR PAPER SUPPLIES AND PLASTICWARE.**
    - c. Fellowship Hall - \$30 per hour or \$75 for up to three hours. Use of Fellowship Hall includes use of public spaces (halls and bathrooms). Tables and chairs are included.
    - d. Multiple Building Areas - (Fellowship Hall, Kitchen, and/or Classrooms) - \$40 per hour, \$100 for up to three hours, or \$200 per day.
    - e. Tree House - \$5 per hour or \$30 per day
    - f. **Cleanup of areas used is required.** Any cost for cleanup will be deducted from deposit.
- 4) Profit Making Groups or Fund Raising Groups
  - Building use is not permitted

## **TREE OF LIFE LUTHERAN CHURCH**

### **Use Policies for Sound System and related Capital Equipment**

1. Any responsible person that will be participating in an event in the Sanctuary that requires the basic functioning of the lectern, altar and/or Pastor's wireless microphone can turn the system on and off using the white switch at the top of the left equipment rack in the sound booth. Otherwise, don't touch any adjustments to the console.
2. Don't move the piano, lectern or altar without making prior arrangements with Property or Sound Committee personnel to properly disconnect microphone and other electrical connections to these items.
3. Only duly trained and authorized personnel shall make connections and disconnections of any sound equipment in the Sanctuary. Ask for help from Property/Sound personnel. This includes hooking up microphones, keyboards, playback gear, etc.
4. Only duly trained and authorized personnel shall make adjustments to the sound system controls. If you honestly don't know what you're doing around a professional sound system, find someone who does before touching knobs.
5. External parties using the Sanctuary and needing a system setup beyond simply turning the system on and thus enabling the lectern, altar and Pastor's wireless microphone will be assessed a use fee of \$100 to cover the services of a trained operator and "rental" of any extra gear needed for the event. This fee will cover up to 4 accumulated hours of use and the services of a trained operator. Time accumulated after this will be assessed at \$25/hour.

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## Building After Use Check Off List

The custodial closet is located in the long hall.  
The combination is 1492 to open;  
Push the lock button to lock.  
Check the box when the task has been completed.

These steps must be followed during and after use of our buildings to receive your deposit back.

Group Name: \_\_\_\_\_ Date of Use: \_\_\_\_\_

### Task List:

- 1) If the kitchen area is used you **MUST** follow the posted signs and the instructions in the Yellow book.
- 2) All chairs and tables must be wiped down and put away on the carrying racks; return the racks to their storage areas.
- 3) The hard floors must be dry mopped, spot wet mopped with cleaner (1/4 cup per gallon of water) and rinse mopped for any spills. These tools are in the custodial closet.
- 4) Carpeted areas are to be vacuumed. Any spills or other damages that you cannot take care of must be noted on the "My Church needs fixed" sheet and then placed in the Property folder located in the room by the front door, or call the office at 238-8733 the next day.
- 5) The kitchen and all four church bathrooms must be checked to ensure the water is turned off.
- 6) Turn off all lights you turn on. Make sure all dimmers are completely turned off. Lock doors and check that they are locked.
- 7) This form must be put in the "Property" folder located in the room to the right of the front door as you exit.
- 8) ALL TRASH MUST BE REMOVED TO THE DUMPSTER UP ON LEAVING.

Thank you,

The Property and Kitchen Committees.

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## Building Use Request

Requested by (person or organization):	Sponsored by (optional):
Name:	Church Member:
Address:	Address:
Phone:	Phone:
Reason for Request:	Date submitted:  Date needed:  Hours needed:  Fee amount:
Area(s) needed:	Approved by:
Number of people:	Property Committee  Date:
Request received by:	Church Council  Date: