

ST. JAMES LUTHERAN CHURCH
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FELLOWSHIP HALL USE POLICY (FULL)

I. PURPOSE

It is the intention of the congregation of St. James that its facilities be used in furtherance of its mission statement and core values. "The mission statement of St. James is to speak the Gospel, Care for the Community of Believers and Reach Out to Others with God's love and salvation." Core Values of St. James include: "Gospel, Youth, Openness, Worship, Faith, Maturity, Boldness, Discipleship and Christian Education."

As scheduling permits, our congregation welcomes those activities and functions, which are directed to that end. In particular, we have a special commitment to:

- A) Enable people to gather for Christian worship and fellowship;
- B) Accommodate other community activities compatible with our statement of mission and core values.

II. APPLICABILITY

This Fellowship Hall Use Policy ("Policy") is applicable to all users of St. James facilities based upon the category of usage. The three general categories are:

- A) **Church Usage:** coordinated use of these facilities by staff, church committees, groups or boards for the ministry of the Church.
- B) **Church Sponsored Usage:** usage by a member, or group) of the Church to support the mission statement. This usage will always include the participation of at least one adult member of the Church body.
- C) **Non-Church Usage:** any other use of Church facilities by a person, group or agency outside of the Church.

III. AUTHORITY

The Fellowship Hall Committee is charged with drafting all terms of usage contained in this Policy as required for the continued growth of St. James. This Policy requires approval by Church Council. Any changes, revisions or amendments in the terms of this Policy also require Church Council approval.

Decisions over the application of this Policy are to be determined in the following order:

- A) Routine decisions relating to the scheduling of events or activities in Church facilities are at the discretion of the Facility Coordinator (FC). The Facility Coordinator is named by the Church Council;

- B) If an issue arises with regard to the application or meaning of terms contained in this policy, either the Fellowship Hall Committee or the Church Council will resolve said issue;
- C) The Church Council will have ultimate authority and discretion over both the application and meaning of terms contained in this policy.

IV. REGULATIONS GOVERNING USE

A) PRIORITY OF USAGE

The following principles will be applied by the FC when determining priority of use:

- 1) Priority in scheduling and location will be assigned on a first come basis.
- 2) *Church Usage* shall have priority over all other building usage. *Church Sponsored Usage* will have next priority, followed by *Non-Church Usage*.
- 3) Within the terms of this priority, and as practical, all attempts will be made by the FC to not interfere with recurring weekly, monthly or quarterly meetings or gatherings of *Church Sponsored Usage* or *Non-Church Usage*.
- 4) Priority will be given to groups over single persons. The size of a group will also be taken into account in determining priority.
- 5) An emergency unscheduled event, such as a funeral luncheon, will take priority over other scheduled events. The FC will attempt to offer rescheduled dates / times for the initial event.

B) GENERAL CRITERIA

All *Church Sponsored Usage* or *Non-Church Usage* must submit a Building Use Application.

An application form, available from the church office or in the Fellowship Hall, must be completed and submitted to the church secretary. This will then be forwarded to the Facility Coordinator and Treasurer. The FC will review the application for appropriateness of event usage and determine if the requested date / time is available. If necessary, the FC will review with the Church Council for approval. If approved, the FC will send a confirming e-mail to the requestor outlining the date / time and donation expected and include a copy of this Policy. The renter will submit the correct rental and deposit to the church office for the Treasurer.

St. James reserves the right to decline the use of its space to persons or groups that do not further its mission statement identified in Section I above.

Non-compliance with this Fellowship Hall Use Policy by a person, member or group will be taken into consideration when determining future requests for use.

The Fellowship Hall Committee or Church Council must approve any deviation from this policy.

C) BASIC USAGE RULES

The following usage rules apply to all groups, members or persons using Church facilities:

- 1) An adult church member, Fellowship Hall Committee member or approved person must be present at all use events – and be responsible for all usage rules stated within;
- 2) No smoking in the Fellowship Hall or on church property;
- 3) Selling of general merchandise on Church grounds must have special approval by the Church Council;
- 4) Groups, members or persons will be held responsible for damage caused to facilities and equipment (any damage should promptly be reported to a member of the Fellowship Hall Committee);
- 5) Any specific group or activity shall not alter the general condition of the hall. All contents shall be returned to their original location after use. Cleaning of the hall and contents shall be such that the condition is restored as it was prior to the activity;
- 6) Windows should be closed, doors locked, and lights turned off when leaving;
- 7) The use of decorations is permitted provided that the manner in which they are fastened will not damage the woodwork, floors, walls, etc. No nails or tacks should be used. Decorations shall be removed as soon as possible and the original condition of the hall restored;
- 8) Anyone under the age of 18 must be supervised at all times by an adult;
- 9) The heat may be turned up to 68 degrees no more than 1 hour before activity begins. The heat will be returned to 58 degrees when activity ends. In the summer months the temperature will be turned back to 80 degrees (for air conditioning) .
- 10) St. James will not be responsible for any personal injury or loss sustained to personal property as a result of fire, theft, or any other activity;
- 11) Any and all property, specifically chairs and tables, shall not be borrowed or removed at any time;
- 12) All sports activities shall be properly monitored by teachers, coaches, parents or organization representatives, whichever applies. Proper attire for the activity shall be used. Gym shoes (sneakers) must be used by all participants in all sports activities;
- 13) All gambling and card parties for the purpose of raising funds shall be prohibited;
- 14) Alcohol may be consumed with prior permission of the Church Council and acceptance of the Responsible Consumption Form;
- 15) All profanity and roughness is strictly prohibited. Persons violating this rule will be asked to leave the premises;

- 16) All events must be completed and the building vacated by 10:00 pm on weeknights and 11:00 pm on Friday and Saturday.
- 17) No pets are allowed in the Fellowship Hall.
- 18) The donations listed below are for a specific block of time (members 6 hours, non-members 4 hours). Usage above this block of time is subject to an extra hourly fee (as noted).
- 19) The renter is expected to bring their own supplies (paper products, cups, beverages, etc.). If any of the church supplies are used, an additional donation to cover costs of supplies used is suggested or replacement of items used. If wash cloths or towels are used to clean/dry dishes, these must be washed and returned or replaced. Similarly, if the facility is not cleaned after use, or tables /chairs need to be moved back into place, an additional donation is expected to cover these costs. If food is served, renter is expected to dry mop the hardwood floor.
- 20) The renter is expected to remove all food, garbage, bottles, cans, boxes, decorations, etc. at the end of the event. Recycled materials may be placed in the totes in the entrance.

DONATIONS

A donation of \$ 75.00 + \$25 / per hour over 6 hours is suggested for member sponsored functions to cover building maintenance and utilities. The check should be made out to St. James Lutheran Church and noted as Fellowship Hall Usage.

Non-Member Usage donations will be \$150 + \$50 / per hour over 4 hours, plus \$100 for full kitchen use (full meal preparation, use of ovens, dishwashers, etc.).

An additional \$100 refundable security deposit will be required from non-members to cover cleaning / restoration, damage or repairs. This must be in the form of a separate check submitted with the application. This will be refunded upon inspection after the event (subject to deductions noted above).

D) INSURANCE

Non-Church Usage by organized groups of the Fellowship Hall will be requested to show proof (i.e. a certificate of insurance) of a liability insurance policy with a minimum \$1 million limit of liability. St. James should be named as an additional insured on the user's policy for liability arising out of the borrower's activities on Church property. This usage requirement may be waived by the Church Council.

V. SECURITY & KEYS

Keys will be placed in a lock box on the front of the garage by the church secretary. Renter will be e-mailed a 4-digit code to open the box and may access the key at the start of the rental period. The key is to be returned to the box upon completion of the event.