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Laestadian Lutheran Church of Elk River FACILITY USE POLICY

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INTRODUCTION

The mission of the Laestadian Lutheran Church of Elk River (“LLCER”) is:

- To preach the gospel of repentance and remission of sins to the people of our community so that they might become partakers with us of the grace that God offers sin-fallen man in His Son Jesus Christ.
- To nurture and strengthen the faith of the believing and root our children in Christian faith in God’s kingdom.
- To awaken and inspire Christian values and ethics, soberness of mind, love of homeland and responsible citizenship among the people of our nation.

In order to accomplish this mission, the LLCER arranges and holds services in our church, in homes, in our community and broadcasts sermons via the internet. We teach and support the teaching of God's Word among children and youth. We also work with our sister congregations and support and work with our central organization the Laestadian Lutheran Church (“LLC”).

The LLCER has a members-only use policy other than for community service such as a polling place, blood drive, or a disaster relief location. Community service organizations may apply for one-time or short-term usage of our facility. When possible, we attempt to make our facility available for such groups. Our first priority is to regularly scheduled services, activities, and meetings and membership needs of the LLCER.

Purpose of the Facility Use Document

This document is a set of guidelines and expectations for any party requesting to use the facility for a non-LLCER sponsored activity. It is intended to identify the priorities of use, administrative details, and procedures for requesting the use of the church. This document defines a suggested fee schedule for the use of the facility. Examples of church sponsored events are services, congregation meetings, committee meetings / gatherings, haps events, congregation fundraisers, etc. Examples of non-church sponsored events are weddings, funerals and family gatherings.

The LLCER facility is a busy place. The availability of the church is limited and requires compliance with the church policy and associated rules. The church is available to members. Members are defined as believers from any LLC congregation or sister organization’s congregation. The facility will be made available if feasible and on request as a polling station, emergency shelter or other related community service events.

The LLCER Board of Trustees (“LLCER Board”) will appoint a member of the congregation to be on the premises during a non-church sponsored event.

Priorities for Use

The priorities for use will be as listed below or as determined by the LLCER Board.

1. LLCER regularly scheduled services, activities, and meetings.
2. Laestadian Lutheran Church (LLC) sponsored activities.
3. Activities and meetings of members (as defined above).
4. Community-related events

General Policies

Building use activities fall under the jurisdiction of the LLCER Board of Trustees.

Christian modesty is required for all forms of music, dress, and speech.

In any form, dancing, alcoholic beverages, and illegal drugs are prohibited on church property.

The LLC recognizes that God's Word teaches that marriage is between one man and one woman and that only the death of one partner can end the covenant of marriage. For this reason, we do not rent our facilities for ceremonies between same sex partners or those who have divorced.

Meetings, parties, and activities that result in private financial gain will only be allowed where deemed appropriate by the LLCER Board and will be charged at a rate to be determined by the LLCER Board depending on the type of activity.

The facilities may not be used for any political campaign on behalf of any candidate for public office. Political parties may not attach or display political advertising on any part of the church property.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place at our facility that conflicts with the practices of this congregation.

In case of uncertainty by any outside person or group about the application or interpretation of these policies, or in our customary practices not specifically mentioned here, the LLCER Board or their designated representative shall decide the matter and all individuals and groups shall abide by their directions or forfeit immediately the use of any part of the facility.

Reservations Procedure:

Before scheduling an activity, a request according to the process described below, shall be made to the LLCER Board-designated church scheduler. Once approved, events will be recorded on the church calendar.

All fees need to be paid through the church office at the time the event is approved unless other arrangements are made with the church scheduler or the Board of Trustees. All payments shall be made payable to the LLCER.

If this general policy, as approved by the LLCER Board of Trustees, does not provide the specific guidelines needed, and there is no appropriate precedent to cover a specific case, the LLCER Board shall make a decision on each individual case.

1. Community Events
 - a. Check availability by contacting the Church Scheduler directly or through the church office.
 - b. Complete inserted form and payment. This confirms agreement with the rules and guidelines for church rental.
 - c. The form will be signed and returned to the requesting party as confirmation of the rental agreement.
 - d. The scheduler will place the event on the Church Calendar
2. Non-church functions
 - a. Check availability by contacting the Church Scheduler.
 - b. Forms outlining the rules and guidelines for church rental will be sent to the requesting party as confirmation of the rental time.
 - c. The scheduler will place the event on the Church Calendar.
 - d. Payment will be made to the church office no later than the date of the event.
3. Church functions outside of the normal service schedule
 - a. Check availability by contacting the Church Scheduler.
 - b. The scheduler will place the event on the Church Calendar.

Facility Use Policy

1. The LLCER Board of Trustees in keeping with this policy shall determine the use of the LLCER facility and property. All fees, terms, and conditions are subject to adjustment on a case-by-case basis.
2. The sanctuary may be used only for worship, weddings, funerals and such occasions as are appropriate to worship space.
3. Use of the LLCER facility shall conform to fire and safety ordinances.
4. The person in charge of an anticipated activity shall read the facility use documents.
5. Reserving the facility will be on a first-come, first-served basis. Plans for an anticipated

activity should not be fully developed or announced until permission is given and the activity is recorded on the church calendar.

6. Any damage to the church facility or property resulting from misuse by persons or groups will be the responsibility of the person who reserved the facility.

7. A member of the LLCER will be assigned by the Board as the event coordinator for the event and be available to assist and instruct the group using the facility as needed.

Facility Use Rules

1. The church facilities may only be used between the hours of 8:00 a.m. and 11:00 p.m. unless otherwise approved.

2. The audio-visual system in the church has been professionally designed and installed. The system may only be operated by a service director or person designated by a service director. No additions or changes to the a/v system shall be made under any circumstances.

3. The organists and/or pianists shall be approved or appointed members of the LLCER, LLC, or sister organization congregations. All music should be in Christian taste and in harmony with our faith. Music that is not in the church hymnal may be used if it is carefully selected and in good taste.

4. All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. Smoking is permitted outside in the designated area.

5. The person responsible for any event needs to be an adult of at least 21 years of age. This responsible person needs to be present for the duration of the function and shall be responsible for maintaining all rules and policies.

6. No food or drinks except water are permitted in the Sanctuary.

7. Children and teens shall have adult supervision.

8. Children shall not be allowed to run free throughout the church buildings or sanctuary and parking lots.

9. Unless used as personal transportation, the use of bicycles, rollerblades, roller skates, rip sticks, skate boards and wheeled shoes etc. on the church property during a service event or any other scheduled event which potentially fills the parking lot is prohibited.

10. No temporary structure will be built within the facility or on the property without the approval of the LLCER Board.

11. The attachment of decorations and other materials to walls shall be done only with the consent of the event coordinator. Tacks, nails, wire, tape, or other materials likely to damage finished surfaces should be avoided.

12. No equipment or furnishings in LLCER are to be removed from the building for personal use.

13. LLCER office equipment is restricted and is for official church use only.

14. Any equipment brought in from an outside source (such as tables, chairs, electronic equipment, etc.) should be removed at the conclusion of the event.

15. Cleaning of the facility (both before and after), for a private event is the responsibility of the reserving party. The building shall be left in the proper condition for the next activity.

Cleaning of space used, including bathrooms, should be completed. Cleaning checklists are

posted in the janitorial supply room. All materials and equipment will be returned to designated locations at the end of each activity.

16. All food items and trash should be properly disposed of at the end of an activity; any spills are to be wiped up immediately. A report of damage should be made to the event coordinator as soon as practical.

17. No clothes, towels, sports equipment, shoes, or other personal items shall be stored in the church facilities. If items are left in the building, they will be disposed of after two weeks. LLCER is not responsible for damaged, lost, or stolen personal items.

20. Any additional checklists regarding facility use are included as Appendix A of this policy

Suggested Rental Fee Schedule*

Description	Amount
2 days (example: wedding and preparation or visitation and funeral)	\$300
1 day (example: open house or funeral)	\$100

*Fees for LLCER Members are freewill donation; the congregation wishes to support members and families, especially during joyous times such as weddings and times of sorrow, like funerals.