

**St. Peter Lutheran Church
130 Nittany Drive
Mechanicsburg PA 17055
717-766-2701**

Facilities Use Policy

Overview

The mission of St. Peter Lutheran Church, a congregation of the Evangelical Lutheran Church in America, is to preach and teach God's Word and regularly administer the Sacraments. In carrying out God's mission, we will create a sense of family -- the family of St. Peter, which will offer the opportunity to develop a spiritually active life and to participate in outreach to the community and throughout the world.

To fulfill this Christian commitment to serve, following the example of Christ, St. Peter Lutheran Church will make its facilities available to church and service groups both inside and outside of our congregation. The facilities may be used by non-member groups and individuals as outlined in this policy. St. Peter Lutheran regards this non-member use as part of the church's service to the community. The Congregation Council reserves the right to consult with the Property Committee as to whether or not a group may use its facilities. Use of church facilities by outside groups on a regular basis must receive the approval of the Congregation Council. Approval will be needed on a yearly basis.

This policy is designed to govern the use of the church facilities belonging to St. Peter Lutheran Church.

St. Peter Lutheran Church is a non-profit organization. Any fees charged under this policy are designed to 1) cover the cost of utilities—including heating and cooling, water and sewage and trash collection—and 2) to pay for any damages or other costs of usage. These charges are in no way intended for profit-making purposes.

Building Use

Use of the church facility shall always be scheduled with the church secretary.

This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. Background information and references beyond that described in this policy may be requested if needed.

The following guidelines are set forth for building and facilities usage:

1. Who may use the Church (in order of priority)

- St. Peter church groups or church members using the facilities as part of the ministry of the church. This would include those supported through the Congregation Council, Sunday school classes, St. Peter committees.

- Groups that come as invited guests of the congregation of St. Peter.
- Service and charitable organizations (Hospice, Blood Banks, etc.) will be considered for use without charge for short-term use only
- Voting Precinct for local and/or National Elections
- Outside social, civic, educational, and non-service groups, or individuals using the facilities for activities may be charged a facilities usage fee, custodial services fee and a host/hostess fee. Fees for non-member groups may be reduced or waived at the discretion of the Congregation Council.
- St. Peter Lutheran church members may reserve church facilities per the approval process.

2. Who may not use the Church

- Groups or individuals whose use of the building would be for commercial gain without congregation council approval
- Organizations whose activities are in conflict with the mission and doctrine of St. Peter Lutheran Church
- Groups who offer or participate in games of chance

Guidelines for Facilities Use

1. Individuals or outside groups may not hold fundraisers, nor set sales requirements, nor charge admission fees or tuition, nor accept donations, nor require any other charges or fees without specific permission from the Congregation Council. Groups may be required to provide a certificate of liability insurance.
2. Any outside organization/individual or church member requesting to use our facility must submit a completed Facilities Use Request Form. Potential groups wishing to use church facilities should contact the Parish Administrative Assistant at 717-766-2701 for a building use packet. (Packet materials are also available online at www.stpetermechanicsburg.com.) Review the packet and submit the Facilities Use Request Form. Scheduled meetings of St. Peter Lutheran Church will take precedence over all other requests.
3. Individuals or groups using the facilities and equipment take full responsibility for any damage or breakage during use and will report any damage to the Parish Administrative Assistant the following business day.
4. Items may not be nailed or screwed to walls, doors or ceilings.
5. Rooms are to be left in the same condition as found. Failure to do so will result in an additional charge based on labor costs to repair or restore.
6. Smoking and non-prescriptive drugs are prohibited anywhere in the church building.
7. Rehearsals, if needed, must be included on the Facilities Use Request Form.
8. Facilities must be cleaned, emptied, and closed by the time shown on the Facilities Use Request Form.
9. If it is determined that police are needed, any expenses will be the responsibility of the user.
10. The Congregation Council will approve requests for building use. Those approved for building use will subsequently need to submit the Facilities Use Request Form and the declaration of policy page from their insurance policy when fees are paid.

11. Responsible adult supervision must be with the group at all times when facilities are in use. All minor children must be supervised by two responsible adults present on the grounds during group use of the facilities. Children's events must be supervised by two qualified responsible adults who meet current guidelines as mandated by the Commonwealth of Pennsylvania.
12. Alcoholic beverages will be permitted on church grounds in accordance with the Use of Alcoholic Beverages Agreement.
13. Users are required to remit payment to St. Peter Lutheran Church three (3) days prior to the event or rehearsal. Users must return a signed Agreement for Facilities Usage, Alcoholic Beverages Agreement (if necessary) and any other required forms to the Church office acknowledging their understanding and acceptance of the terms for the use of the facility.
14. Users will be responsible for placing any trash in the dumpster.
15. No doors will be propped open at any time except when necessary to move items.
16. Fees and conditions may be modified or waived by the Congregation Council.
17. The Congregation Council reserves the right to abrogate, cancel, or nullify any agreement made with any organization whose character, aims, and/or nature are found to be objectionable to the Church, or for any other reason. St. Peter Lutheran Church may cancel a request at any time without liability.
18. As a general rule, facilities should not be reserved less than 30 days in advance.
19. Liability insurance (minimum \$1 million) will be required non-members. Should the individual/organization not have liability insurance, an event insurance policy (minimum \$1 million) must be purchased.

Kitchen Use

- A. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (see attached)
- B. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.
- C. Individual member or responsible organization should be responsible for dishes, utensils, glasses etc. Dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving the facility after the event.
- D. Nonmembers are responsible for providing linens, utensils, glasses and dishes, etc.
- E. A church monitor or his designee must inspect the kitchen following use for cleanliness and damage and for the release of funds to be returned.
- F. When the kitchen is being used a Church monitor may be present.
- G. No indoor cooking is allowed in any location other than the kitchen. Outlets may be used for coffee pots or warming trays. No table grills, broilers, griddles, or any other cooking utensil are allowed.
- H. All food and materials must be removed from the refrigerator when the event is over. St. Peter groups and organizations may leave food and materials in the refrigerator provided that such items are labeled and dated.
- I. Anyone, except groups and organizations affiliated with St. Peter Lutheran Church, using the Church facilities will provide their own paper products and any other items required. Church stock of these items is not to be used or offered for use.
- J. Users will be responsible for placing any trash in the dumpster.

Use of Equipment

- A. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior notification of the church secretary.
- B. Non-member groups using the facility may use tables, chairs, and lecterns, as their set-up requires.

Use of Alcoholic Beverages

- A. Use of alcoholic beverages is always limited to beer and wine. Any alcoholic beverage with an alcohol percentage greater than 12% is prohibited.
- B. Even with beer and wine, there shall not be any cash sales. An open bar is permitted, so long as the alcoholic beverage is not sold to the guests. Party hosts may not set up a “donation” amount, or other subterfuge for a sale.
- C. If a caterer is engaged for the event, the caterer must provide a certificate of insurance that validates the caterer will be responsible for assuring that alcohol will not be provided to minors, and will not be provided to guests who appear to be intoxicated.
- D. For other groups where a caterer is not involved, the person(s) sponsoring the event, both members and non-members, must provide a copy of their home owners insurance policy that provides comprehensive personal liability coverage of a minimum \$1 million as assurance that the sponsors will be responsible to assure that alcohol will not be provided to minors, or provided to persons who appear to be intoxicated.
- E. A contract clause will be appended to the Facilities Use Request Form providing the proper assurance that the above policies will be maintained. The clause will include language that assures all laws of the Commonwealth of Pennsylvania regarding the provision of alcoholic beverages will be maintained by the sponsors of the event.

Facility Request Process:

- Organizations/groups must submit their date(s) of proposed usage in advance to the Parish Administrative Assistant.
- The Facilities Use Request Form should be submitted to the Parish Administrative Assistant as much in advance as possible to insure securement of the specific date. As a general rule, facilities should not be reserved less than 30 days in advance.
- For every request, once the form and request are submitted, the Parish Administrative Assistant will contact the Congregation Council President for inclusion on the congregation council meeting agenda for approval. If this is not feasible due to the requested date for facility use the Congregation Council President will notify the Congregation Council via email for discussion and approval.
- Once this has been completed and approved the Parish Administrative Assistant will be notified by the President for inclusion on the church calendar. If for any reason the facility request is denied the Congregation Council President will contact the organization/group requesting the use of the facility.
- Users are required to remit payment to St. Peter Lutheran Church three (3) days prior to the event or rehearsal.

- Users must return a signed Agreement for Facilities Usage, Alcoholic Beverages Agreement (if necessary) and any other required forms to the Church office acknowledging their understanding and acceptance of the terms for the use of the facility.

Fees and conditions may be modified or waived by the Council. Fees will be refunded if the facilities are not available or if reservation is cancelled twenty-four (24) hours prior to scheduled usage.

The Congregation Council reserves the right to abrogate, cancel, or nullify any agreement made with any organization whose character, aims, and/or nature are found to be objectionable to the Church, or for any other reason. St. Peter Lutheran Church may cancel a request at any time without liability.

Rooms Available for Use

The following rooms are available for use: the Gymnasium, the Kitchen, the Fellowship Hall, Adult Sunday School Room, and the Board Room as well as the Rest Rooms.

Fees and Charges

Groups and organizations affiliated with St. Peter Lutheran Church shall not be charged to use church facilities. A monetary donation to the church will be suggested.

Church members using the facilities for non-business purposes will be charged 25% of the rate specified on the Facilities Use Fee Schedule for the use of church rooms. Church members using the facilities for non-business purposes will be charged full price for custodial clean-up if required as specified on the Facilities Use Fee Schedule. Church members using the facilities for non-business purposes will be required to place a returnable deposit of 25% of the amount specified on the Facilities Use Fee Schedule.

Outside organizations and individuals not affiliated with St. Peter Lutheran Church using the facilities for non-business purposes will be charged the rate specified on the Facilities Use Fee Schedule for the use of church rooms.

**Attachment 1: Facilities Use Request Form and Agreement
St. Peter Lutheran Church of Upper Allen Township
130 Nittany Drive
Mechanicsburg PA 17055**

Name of organization or individual applying for building space: _____

For what purpose will the building space be used? _____

Do you need space in a specific area/room? Please designate specific requirements: _____

How many people will be using the space? _____

Expected date(s), time(s) of utilization: _____

With whom is your liability insurance (Name, Address, Telephone Number)? _____

Do you or the organization have Worker's Compensation insurance? If yes list Name of company, address and telephone number. _____

Usage Fee/Donation: _____

User agrees and indemnifies and hold St. Peter Lutheran Church blameless from any and all liability including, but not limited to, attorney's cost and/or fees arising out of use of the above premises or the building of which the facilities are a part or the parking facilities on or adjacent thereto.

User understands that the responsibility to obtain liability and property insurance is upon the user for its use of the facilities. It is not the duty or responsibility of St. Peter Lutheran Church to insure User's use of the facilities.

It is a requirement of St. Peter Lutheran Church that all individual or group organizations dealing with minors must have two responsible adults present on the grounds during group use of the facilities.

User must clean up all area(s) used. The user shall not leave anything in the facility without prior approval.

User using the property will be held responsible for any damage(s) to the property during their use of the property or the results of their use of the property. Any damage(s) must be reported to the church secretary the following business day.

Should alcoholic beverages be used, sponsor agrees to comply with all provisions of the Alcoholic Beverage Agreement.

User agrees to abide by and obey all laws, ordinances, rules and regulations promulgated by any government entity having jurisdiction in the locale of St. Peter Lutheran Church. User will not engage in any activities in violation of such laws, ordinance, rules and regulations. The agreement shall remain in effect until cancelled by either party. Notice of cancellation shall be made 48 hours prior to scheduled use.

User has read and agrees to all the information herein.

Printed Name of User, individual or group

User Address, Telephone Number _____

Signature of User, Individual or group

_____ Date _____

Printed Name of Congregation Council President

Signature of Congregation Council President

_____ Date _____

TO BE COMPLETED BY CONGREGATION COUNCIL PRESIDENT:

DECISION APPROVED: YES_____ NO_____

NOTIFICATION OF APPLICANT: DATE_____ EMAIL_____ US MAIL_____

NOTIFICATION OF SEXTON, IF APPLICABLE: DATE_____

Attachment 2: Facilities Use Fee Schedule
St. Peter Lutheran Church of Upper Allen Township
130 Nittany Drive
Mechanicsburg PA 17055
717-766-2701

Room	Fee
Gymnasium with no tables and chairs	\$50.00 for two hours \$20.00 each additional hour
Gymnasium with tables and chairs	\$100.00 for two hours \$20.00 each additional hour
Fellowship Hall	\$50.00 for two hours \$20.00 each additional hour
Kitchen-full use	\$100.00
Kitchen-limited use (no cooking only coffee, non-alcoholic beverages, ice cream and/or snacks)	\$35.00
Sexton clean up, if required	\$50.00 per hour
Board Room or Adult Sunday School Room	Donation
Deposit-refundable if no losses or damages	\$200.00

**Attachment 3: Use of Alcoholic Beverages Agreement
St. Peter Lutheran Church of Upper Allen Township
130 Nittany Drive
Mechanicsburg PA 17055
717-766-2701**

- Use of alcoholic beverages is always limited to beer and wine. Any alcoholic beverage with an alcohol percentage greater than 12% is prohibited.
- Even with beer and wine, there shall not be any cash sales. An open bar is permitted, so long as the alcoholic beverage is not sold to the guests. Party hosts may not set up a “donation” amount, or other subterfuge for a sale.
- If a caterer is engaged for the event, the caterer must provide a certificate of insurance that validates the caterer will be responsible for assuring that alcohol will not be provided to minors, and will not be provided to guests who appear to be intoxicated.
- For other groups where a caterer is not involved, the person(s) sponsoring the event, both members and non-members, must provide a copy of their home owners insurance policy that provides comprehensive personal liability coverage of a minimum \$1 million as assurance that the sponsors will be responsible to assure that alcohol will not be provided to minors, or provided to persons who appear to be intoxicated.
- A contract clause will be appended to the Facility Use Agreement Form providing the proper assurance that the above policies will be maintained. The clause will include language that assures all laws of the Commonwealth of Pennsylvania regarding the provision of alcoholic beverages will be maintained by the sponsors of the event.

Printed Name of User, individual or group _____

User address and telephone number _____

Signature of User, Individual or group

_____ Date _____

Printed Name of Congregation Council President _____

Signature of Congregation Council President

_____ Date _____