

# ST PAUL LUTHERAN CHURCH



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## Building Use Policy

Our church has been blessed with a wonderful facility to carry out our mission. We encourage utilizing and sharing our facilities while maintaining responsible stewardship of our property. Therefore, we set forth the following building use policy.

Priority of scheduling is given to church or church-related groups. On rare occasions, groups may need to be moved to accommodate an event of greater importance – a wedding, a funeral, etc. When this happens, alternate arrangements with the preempted group will be made.

**WEDDING and FUNERAL USE/FEES** (see separate information)

### Part A: Permission for Building Use

Permission for use of the building falls into four categories:

**Church or Church-related groups:** Ministry Teams and groups (Welca, MiM, Spam, Youth, etc.) of the church have full use of the building for regular meetings to carry out the mission of the church without special request, subject to available space, as determined by the master calendar in the hallway. **However a Building Use/Rental Request form must be submitted to the church office for any special activities Ministry Teams and groups of the church want to conduct (i.e. fundraisers, lock-ins, etc).**

A Building Use/Rental Request form must also be submitted to the church office for the following Non-church events:

**Individual members in good standing:** may request use of the church building for personal use, member birthdays, anniversaries and special occasions, subject to availability.

**Ecumenical organizations, charitable, non-profit and other community service organizations:** Scouts, 4-H, NAMI, Food Connection, etc. may request use of the church building, subject to availability.

**Any other organizations or groups not here-to-for mentioned:** community interest groups, social groups, etc. may request use of the church building.

The facilities of the church are generally not available for partisan purposes or for-profit groups.

Usage by any group may not detract from a Christian atmosphere.

Requests and any fees may be approved or declined by church officials.

## Part B: Guidelines for Building Use

- Set-up and takedown of furniture and equipment may be done by the group using the facilities. Everything must be returned to its original location and the facility must be cleaned and left ready for its next scheduled use. Decorating may be done only with the use of “blue painter’s tape” and must be removed immediately after use. The user will be held responsible for any damage done to church property.
- Church-owned sound system and musical instruments may be used only with the specific permission of the Worship Ministry Team Coordinator or the Pastor.
- When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely in the church or on the property. The nursery and playground are open to all groups using the facility without special reservation and may be used by more than one group meeting in the facility. All supervision must be consistent with the Policy for Adults Working with Children. Depending on the circumstances, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.
- The Indemnification and Hold Harmless agreement on the Building Use/Rental Request Form must be signed or in its place groups may provide a Certificate of Liability and Property Damage Insurance coverage naming St. Paul Lutheran Church Maryville, TN as an additional insured prior to the date of the event.
- The kitchen is open to all groups without reservation if only serving snacks and beverages. Groups may make coffee (Directions to Operate Coffee Maker) or use the ice machine and refrigerator. The kitchen must be reserved for groups with meal preparation and serving. Serving of food is encouraged in non-carpeted areas and is preferred to only be served in the Fellowship Hall.
- All groups may use kitchen supplies such as cups, mugs, baskets, serving bowls, plates, utensils, etc. However, they must provide their own disposable supplies. **All groups are responsible for washing any dishes, utensils, or serving items they have used.** If serving a meal, all equipment must be cleaned and put away. The commercial dishwasher may be used, see Directions to Operate Commercial Dishwasher.
- Everyone using the church is to leave the building in an orderly manner, all trash in receptacles or taken to the dumpster, all lights turned off and all doors locked.
- The following items are not allowed in or on church property: alcoholic beverages (subject to Council approval), weapons, controlled substances/drugs, or anything that would detract from a Christian atmosphere. Tobacco products may be used on church grounds (in designated area) but not inside the church building.

## Part C: Suggested Donations and Fees

Group descriptions for building donations and fees are as follows:

**CHURCH or Church-related groups and Individual members:** No fees will be charged for these activities.

**MEMBER-PARTICIPANT groups:** Where a member of the church is present and responsible for the group at all times. A suggested donation to the church is listed below.

**NON-CHURCH groups:** A host will be provided by the church and paid for by the group at \$25 per hour and additional fees are listed below.

ROOM	CHURCH & MEMBER USE	MEMBER-PARTICIPANT	NON-CHURCH
Classrooms	N/C	N/C	\$25
Fellowship Hall (no meal)	N/C	\$25	\$50
Fellowship Hall and Kitchen (meal)	N/C	\$50	\$100
Sanctuary *	N/C	\$100	\$500

\* The Sanctuary is generally only available for worship services.