

**HOUSE OF PRAYER**

**LUTHERAN CHURCH**

**Building Use Policy**

**July 1, 2006**

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House of Prayer Lutheran Church (HOP) makes its facilities available to its members and to outside user groups in a spirit of community service.

## **Building Availability**

### Volunteer and Civic Groups

The church facilities may be used by community, charitable and/or civic groups as follows:

- When space is available,
- When use does not conflict with church-sponsored group activities,
- When use does not conflict with the terms of HOPs insurance policies (Some groups may be required to provide an insurance binder prior to use of the building based on group size, activities involved and/or frequency of events. A certificate of Liability Insurance form is available from the Office Manager.)
- When the activities of the group do not conflict with the values of the ELCA and/or HOP as determined by the Executive Ministry Team.

HOP is not responsible for the loss or damage of personal items. User groups shall not hold HOP responsible in any way for temporary storage of equipment or supplies. If temporary storage is necessary, contact the Office Manager for storage space availability.

### For-Profit and Fee for Service Groups

For-profit and fee for service businesses may also use the church facility but only when a one-year lease agreement exists which has been approved by the pastor and Executive Ministry Team. The name of House of Prayer Lutheran Church can be used only for the purpose of directions or maps and may not be used in advertisements or program materials given to clients. Any printed material must be pre-approved by the pastor and the Executive Ministry Team before printing and distribution.

For-profit businesses will be required to provide an insurance binder prior to use of the building based on group size, activities involved and/or frequency of events. A certificate of Liability Insurance form is available from the Office Manager.

HOP is not responsible for the loss or damage of personal items. User groups shall not hold HOP responsible in any way for temporary storage of equipment or supplies. If temporary storage is necessary, contact the Office Manager for storage space availability.

## **Priority Use**

HOP programs have first priority for use of the facilities. Outside user groups have equal second priority on a first, come first served basis.

## **Term of Use**

User groups seeking to use the facilities on a continuing basis (weekly or monthly) for more than three consecutive months must receive prior approval from the Director of Administration by submitting a Building Use Request Form. The maximum term for continuing use is one year (September through August), after which a new application and approval will be required. Any user group using the facilities on a continuing basis may be relocated or rescheduled for the program needs of the church, provided other arrangements cannot be made to accommodate the program event and the user group is given adequate advance notice. Efforts will be made to accommodate the user group in the event rescheduling is necessary.

## **Room Scheduling**

To schedule a room: Both church program users and outside user groups must contact the Office Manager to schedule a room. All meetings, events and programs must be scheduled at least **48 hours** in advance. You will be advised of space and time availability. If you intend to decorate the room the day before the event, you must reserve the room for that day also (and pay the fee, if applicable).

Reservations: To make a reservation, complete a Building Use Request Form available from the Main Office. Reservations are considered tentative until the signed form is accepted by the Office Manager. Organizations that meet regularly may reserve the room for up to one (1) year at a time (September through August).

Set Up / Equipment Rental: If your room requires a special set-up, complete the Room Set Up section of the Building Use Form. You may indicate chair / table placement and make arrangements to rent equipment needed (e.g. TV, VCR/DVD, microphones, etc). A trained sound technician provided by the church is required for use of the sound system in the sanctuary. Church office facilities and services, such as copiers, fax, computers, and staff are not available for use by renters.

Weddings: To schedule building usage for a wedding, refer to the wedding policy booklet titled "Your Wedding" available in the Main Office. Contact the Wedding Coordinator to arrange all details. Fees for weddings vary from those in the Building Use Policy and apply as stated in the wedding policy booklet.

## **Fees**

It is the intention of HOP to provide a clean and well maintained space that ministers to the needs of its members and the community. In order to accomplish this goal, rental fees are charged to offset expenses for utilities, supplies and custodial services. Unless use of the facilities involves a HOP program, and/or is sponsored by a HOP area of ministry, rental fees will be charged at the rates listed on the rental fee schedule. HOP members will be entitled to a discount from the standard fee for outside user groups as indicated on the rental fee schedule. Fees may be waived

if the user group provides services to HOP in exchange for building usage. The decision to waive fees is at the discretion of the Director of Administration. Fees for weddings vary from those in the Building Use Policy and apply as stated in the wedding policy booklet.

The rental fee schedule will be reviewed annual by the Support Ministry Team and adjusted as necessary.

### Rental Fee Schedule

Rental fees for HOP facilities will apply as follows. All fees include room set-up and clean up.

Room	Non-Affiliated		Members
	Banquet Style	Non-Banquet Style	
Classrooms (each)		\$50	\$25
Fellowship Hall (downstairs)	\$250	\$150	\$75
Kitchen (upstairs)	\$75	\$30	\$50
Kitchen (downstairs)	\$100	\$30	\$50
Muscle Room		\$50	\$25
Music Room		\$50	\$25
Narthex	\$150	\$100	\$50
Nursery		\$50	\$25
Office Conference Room		\$50	\$25
Parish Hall (upstairs)	\$150	\$100	\$50
Sanctuary		\$200	\$100

User groups are expected to report any damage to church property by completing the Space Usage Checklist form (provided at time of rental) at the close of their event. **User groups will be charged for any damages, additional cleaning or unusual expenses incurred resulting from their event.**

## Room Capacities

Classrooms	Up to 25 people
Fellowship Hall	<u>Main Floor</u> 15 Round Tables Only (8 per table / 120 people) 25 Rectangular Tables Only (10 per table / 250 people)
	<u>Mezzanine</u> 4 Round Tables Only (8 per table / 120 people) 6 Rectangular Tables Only (10 per table / 60 people)
	Both Round and Rectangular Tables (300 people – maximum capacity) Auditorium Style (600 people – maximum capacity)
Muscle Room	Up to 20 children
Music Room	Up to 60 people (auditorium style)
Narthex	6 Round Tables Only (8 per table / 48 people) 10 Rectangular Tables Only (100 people) Both Round and Rectangular Tables (100 people – maximum capacity) Auditorium Style (150 people – maximum capacity)
Nursery	Up to 15 children
Office Conf Room	Up to 20 people
Parish Hall	9 Round Tables Only (8 per table / 72 people)
	10 Rectangular Tables Only (10 per table / 100 people)
	Both Round and Rectangular Tables (100 people – maximum capacity)
	Auditorium Style (150 people – maximum capacity)
Sanctuary	Seats 600 people – maximum capacity

## Kitchen Use

Groups planning to serve food or beverages must pre-arrange for the use of the kitchen facilities, kitchen equipment and/or supplies, including refrigeration. Please request the use of the kitchen when calling to schedule your meeting or event and indicate your request on the Building Use Request Form. The kitchen fee is listed on the rental fee schedule.

Kitchens must be left as found or better. All items are to be cleaned up and returned to the same place they were found. Please do not remove any dishes, utensils, tables, chairs, etc. from the building.

*Items available for use* - You may use the utensils, flatware, dishes and cookware with permission. Use of china plates / cups is encouraged for ecological reasons. You may request to use coffee pots, coffee, styrofoam cups, creamer/sugar packets by indicating your request on the Building Use Request Form and paying the applicable fee.

*Items to be supplied by users* - Please supply your own table coverings, dish towels and dish cloths. A limited number of dish cloths / towels are stored in the kitchens. If you must use these items, please launder and return them to the kitchens within 3 days of your event. Limited storage is available for groups using the kitchens on a regular basis. Items stored for specific use (e.g. funerals) should be clearly marked and not used by other groups. Bring plastic containers and plastic wrap for taking home leftovers. Leftovers not removed will be discarded.

*Dishwasher* - User groups are encouraged to use the dishwasher in the Fellowship Hall kitchen for as many items as possible to ensure proper cleaning and sterilization. Instructions for operating the dishwasher are posted on the wall near the dishwasher. As use of the dishwasher can be dangerous and could cause damage, training should be obtained before usage and any questions about using the dishwasher should be directed to the custodian prior to use. Children and teens are not permitted to use the dishwasher and should stay clear of the dishwasher while in use.

Caterers If your group hires a caterer, the caterer must meet with the custodian and the contact person for the user group prior to using the facility.

Recommended Caterer:

Annie's Catering  
Jeff and Ann Miller  
952-873-5558  
P.O. Box 178  
201 E. Main Street  
Belle Plaine, MN 56011

## **Music**

Contact the Minister of Music or the Assistant Minister of Music if musical performance or space for music rehearsals is needed for your event.

HOP has many talented musicians that can perform for your event. These groups include the Senior Choir, Bell Choir, Wind Ensemble and Brass Ensemble. Soloist may also be arranged. Please direct requests to the Minister of Music or the Assistant Minister of Music. It is HOP's policy not to pay church members for their musical services. You may, however, wish to reimburse soloists for their expenses (i.e. travel, music purchases, child care) or make a contribution to HOP's music fund to further the growth of the program.

HOP has many spaces suitable for music rehearsals including the Choir Room, Sanctuary, and Fellowship Hall. Please complete the Building Usage form to request space. A copy of the completed Building Use Request Form will be forwarded to the Minister of Music. Fees for room usage are included on the Rental Fee Schedule. Fees may be waived if the user group provides musical services to HOP in exchange for building usage. The decision to waive fees is at the discretion of the Director of Administration. Use of the organ /grand piano in the sanctuary and other pianos in the building must be pre-approved and additional rental fee paid by the user group. Use of the sound system in the sanctuary also requires pre-approval and must be operated by a trained technician.

### **Child Care / Nursery**

HOP has two areas that are available for supervised child care during meetings and events. The Nursery is available under supervised conditions for up to 15 children aged 6 weeks to 4 years old. The Muscle Room is available under supervised conditions for up to 20 children aged 3 – 7 years old.

To request use of either the Nursery or Muscle Room, complete the Building Use Request Form including the Nursery / Muscle Room Information box on the back of the form. Fees for room usage are included on the Rental Fee Schedule. A copy of the completed Building Use Request Form will be forwarded to the Nursery Coordinator. Any questions regarding use of the Nursery or the Muscle room should be directed to the Nursery Coordinator.

Per the terms of HOP's Care of Minors Policy, two qualified supervisors must be present in each room when child care is provided. The names and contact information for the supervisors must be identified in the Nursery / Muscle Room Information section on the back of the Building Usage Form when the request for the room is made. Child care supervisors may be arranged by the Nursery Coordinator for an additional fee. You will be asked to provide an estimate of the age and number of children to be cared for.

Parents must provide all personal care items for their children. No food is allowed in the Nursery or Muscle Room. Bottles and controlled top cups are permitted.

### **Emergency**

In the event of a health or fire emergency, **call 911** from any church phone – it is not necessary to dial 9 for an outside line.

First aid supplies are available throughout the building (Main Office, restrooms, classrooms, etc.) Please notify church staff of any serious accident or injury. An accident report must be filled out and turned into the church office within 24 hours. Forms are available from the Main Office.

**General Use**

- Because of the multipurpose use and design of our building, there may be several groups using the church at the same time. Groups must limit their activities to the dates and space assigned. Your cooperation and courtesy is expected and required.
- There must be a supervising adult 21 years or older from the user group in charge and present at all times. The supervising adult will remain until the entire group has left the premises.
- Children must be supervised at all times and are not allowed to use other parts of the building.
- All persons are expected to use appropriate language and behavior when using the premises.
- Items must not be nailed or stapled to walls, floors or ceilings. Use only masking or cellophane tape for temporary posting.
- No smoking is permitted in or within 20 feet of the building. No alcoholic beverages or illegal drugs are allowed on church premises. The contact person is responsible for the enforcement of this policy.
- Food and beverages are not allowed in the Sanctuary.
- Due to fire code regulations, doors may not be propped open or blocked and tables may not be set up in main corridors. Contact persons should familiarize themselves with the emergency evacuation plans posted throughout the building.
- Mass distribution of literature is not allowed without prior approval from church staff.
- All groups must vacate the building by 10:00 p.m. unless prior approval has been obtained.
- The room should be left in the same condition as it was found upon arrival or better. Furniture and equipment may not be moved from room to room without the approval of the church staff. All trash must be placed in the containers provided and the lights turned off.
- A Space Usage Checklist form will be supplied with the rental agreement and should be completed and returned to the Office before leaving the premises.
- User is responsible for locking the building when leaving. Use hex key attached to exterior doors to lock up. Recheck the door to be sure it is securely locked.

**BUILDING USE REQUEST FORM**

**House of Prayer Lutheran Church  
7625 Chicago Avenue South, Richfield, Minnesota 55423, 612-866-8471**

Date of Request \_\_\_\_\_

Organization / Event Name \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Address \_\_\_\_\_

Home Number: \_\_\_\_\_ Work Number: \_\_\_\_\_ E-mail \_\_\_\_\_

**DATES NEEDED** \_\_\_\_\_

**IF STANDING REQUEST:** First Date: \_\_\_\_\_ Last Date: \_\_\_\_\_

(Circle) M T W Th Fr Sa Su      \_\_\_ Wkly \_\_\_ BiWkly \_\_\_ Monthly \_\_\_ Quarterly

**TIME NEEDED:** From: \_\_\_\_\_ To: \_\_\_\_\_ (List separately times for set-up/cleanup)

Number of Persons Expected at Meeting or Event: \_\_\_\_\_

**ROOMS NEEDED:**

- \_\_\_ Choir Room                      \_\_\_ Music Room                      \_\_\_ PreSchool Rooms
- \_\_\_ Conference Room              \_\_\_ Narthex                              \_\_\_ Sanctuary
- \_\_\_ Cross Room                      \_\_\_ Nursery                              \_\_\_ Sunday School Rooms
- \_\_\_ Fellowship Hall                \_\_\_ Parish Hall                         \_\_\_ Youth Room
- \_\_\_ Fellowship Hall Kitchen      \_\_\_ Parish Hall Kitchen

**RENTAL EQUIPMENT NEEDED:** (Indicate Number)

- \_\_\_ Microphone (\$10) – sanctuary sound system requires trained tech
- \_\_\_ VCR / DVD/ TV (\$10 for any combination)
- \_\_\_ Projectors: Power Point (\$25) / Overhead (\$10)
- \_\_\_ Risers (\$10)
- \_\_\_ Piano (\$10) –sanctuary piano requires special permission and \$50 fee
- \_\_\_ Paper / Pad / Easel (\$10)
- \_\_\_ Podium (\$5)
- \_\_\_ Coffee Pots (\$5 each) – coffee, sugar, creamer (\$5 extra)

**ROOM SET-UP**

- \_\_\_ 4 Ft. Tables / #of \_\_\_ chairs
- \_\_\_ 6 Ft. Tables / # of \_\_\_ chairs
- \_\_\_ 8 Ft Tables / # of \_\_\_ chairs
- \_\_\_ Round Tables / # of \_\_\_ chairs

**Use back of sheet to sketch room set-up arrangement.**

**SPECIAL NEEDS:**  
\_\_\_\_\_

<u>For Office Use Only</u>	
Fee Paid	_____
Date Received	_____

**User Agrees To The Following:**

- 1) No smoking permitted in or within 20' of the building. No alcoholic beverages or illegal drugs are allowed on the church premises.
- 2) The building will be used only during designated hours and dates. Activities will be confined to areas requested and approved.
- 3) There must be a supervising adult 21 years or older from the user group in charge and present at all times during the event. The supervising adult will remain until the entire group has left the premises.
- 4) Turn off lights and appliances used. Leave area in the same condition as you found it or better.
- 5) Complete and return Space Usage Checklist to the office prior to leaving the premises. User is responsible for any damage that may occur during their use of HOP property.
- 6) User is responsible for locking the building when leaving. Use hex key attached to exterior doors to lock up. Recheck the door to be sure it is securely locked.
- 7) Pay building usage fees as indicated in the Building Use Policy Fee Schedule.
- 8) Review and agree to terms of Building Use Policy.

User agrees to all terms and conditions as stated above for the use of the particular facilities listed above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

(Signature of Individual User / Organization User)

**Sketch of Room Set-Up**

<u>Nursery / Muscle Room Information</u>	
Number of children _____	
Age range _____	
Names of childcare supervisors:	Contact Phone:
1) _____	1) _____
2) _____	2) _____
Childcare Supervisors Needed (extra fee) ____ Yes ____ No	

**SPACE USAGE CHECKLIST**

House of Prayer Lutheran Church  
7625 Chicago Avenue South, Richfield, Minnesota 55423, 612-866-8471

**Please fill out this form when your event has ended and before leaving the building. Place this form under the door of the church office when you leave the premises.**

User: \_\_\_\_\_ Phone: \_\_\_\_\_

Date/Time of Use: \_\_\_\_\_ Email address: \_\_\_\_\_

**Day of Use:**

**Please check as completed. Place this form under the door of the church office when you leave the premises.**

- \_\_\_ Applicable fees paid.
- \_\_\_ Furnishings returned to original locations.
- \_\_\_ All garbage gathered in appropriate containers.
- \_\_\_ Excess litter or spills cleaned immediately.
- \_\_\_ All lights turned off - check basement and restrooms.
- \_\_\_ Accidental damage reported to church office. (list below)
- \_\_\_ Outside doors locked if you are the last individual/group to leave. Use hex key attached to exterior doors to lock up. Recheck the door to be sure it is securely locked.

**Concerns / Damage (location, description and circumstances of damage):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**For Office Use:**

\_\_\_\_\_ **Date form was returned to office**

\_\_\_\_\_ **Date key was returned to office**

\_\_\_\_\_ **Follow-up necessary?**

**Approval**

This policy for House of Prayer Lutheran Church, effective July 1, 2006, was reviewed and approved by the Resource Management Division and the Congregation Council on June 27, 2006 as evidenced by its Chairperson and President’s signature below.

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Resource Management Chairperson

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Congregation President