

Lakeland Lutheran Church: Facility Usage Policy

CHURCH FACILITIES

- A) **Definition:** The church facilities shall be defined as the area enclosed within the church building. Use of all or any portion thereof, by a user, shall be determined by Lakeland Lutheran Church (LLC).
- B) **Appropriate usage:**
- 1) The facilities may be used for any extraordinary liturgical rite (wedding, funeral, prayer meeting, etc.) of a Christian religious group, provided that the doctrine of said group meets with the approval of the pastor and worship committee, or:
 - 2) Any regular worship service of a Christian religious group, provided that the doctrine and practice of said group meets the requirements for Christian unity as stated in the unaltered Augsburg Confession of 1530, article VII –subject to verification by the pastor and worship committee, or:
 - 3) Any event that fits the criteria of the Mission Statement of LLC and serves a non-profit outreach function to the community of Cold Lake and surrounding communities, or:
 - 4) Any specific, controlled function –without fee or admission charge to attend the event as approved by the facility coordinator, or LLC council.
- C) **User Responsibilities:**
- 1) The user of the facilities accepts the responsibility of policing the event and agrees to comply with all laws and bylaws of the City of Cold Lake, as well as the LLC Facility Usage Agreement.
 - 2) The user accepts due responsibility for maintaining the facilities in clean, working condition during the event and after.
 - i) Working condition is defined as: free of debris, damage to furniture, walls, floors, carpets, etc.
 - 3) The event must not cause LLC to incur any additional costs in preparing or restoring the facilities to good working condition.

PARKING LOT

- A) **Definition:** The parking lot shall be defined as the gravel area surrounding the church that is not driveway, woodland, public trail, orchard or building.
- B) **Appropriate usage:**
- 1) The parking lot may only be used for parking purposes as approved by the facility co-ordinator or the LLC Council, or:
 - 2) Any specific, controlled function approved by the facility coordinator, or LLC council.
- C) **User Responsibilities:**
- 1) The user of the parking lot accepts the responsibility of policing the event and agrees to comply with all laws and bylaws of the City of Cold Lake.
 - 2) The user must show proof of liability insurance (up to 2 million dollars) and provide a hard copy to LLC prior to the event.
 - 3) The user accepts due responsibility for maintaining the parking lot in clean, working condition during the event and after.
 - ii) Working condition is defined as: free of litter, debris, tire damage, etc.
 - 4) The event must not cause LLC to incur any additional costs in preparing or restoring the parking lot to good working condition.

UNDEVELOPED/WOODED AREA

- A) The undeveloped/wooded areas surrounding LLC and its parking lot are not to be used for any event, until such time as they are developed for use and usage policies pertaining to them are approved.

SUGGESSTED USAGE DONATION

- A) Suggested donations for facility usage are provided by the LLC Facility Coordinator.

DISCREPANCIES

- A) The worship services, meetings, events and needs of LLC shall take priority over any facility usage. Events scheduled by parties other than LLC or its members must not conflict with LLC usage of the parking lot or facilities.
- B) Any disagreements, special circumstances, irregularities, or conditions that appear to be outside the scope of these policies shall be referred to LLC council for discussion and resolution.

Addendum to Lakeland Lutheran Church (LLC) Facility Usage Policy.

All user groups or individuals, whether church members and friends or other users, must book the facility (building or property) through the LLC Facility Coordinator.

A key, or other entrance arrangements, will be provided to the user. Security of the facility rests with the user until the key in question has been returned to the facility coordinator.

Generally speaking, where a user has been allowed to use the facility, the user can be assured of that utilization unless an emergency occurs as determined by the facility coordinator and/ or the LLC Council. Where it does become necessary to cancel a usage privilege, reasonable notice (based upon that emergency) shall be provided to the user by a church representative.

Use of LLC furniture or equipment should not occur off the site of the facility unless approved by the facility coordinator or LLC Council. Proof of appropriate liability insurance shall be provided.

LLC cannot be held responsible or liable, for damages to property, or for injury to any individual.

Donation for use of the facility or furniture or equipment shall be as per LLC Suggested Donations for Facility Usage.

Revised May 21, 2014.

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The user herein acknowledges receipt of the Facility Usage Policy and this Addendum.

User(s) Name _____

Individual Responsible (if different from above) _____

Date(s) of use _____

Time(s) required _____

Purpose of use _____

Area of use requested _____

Furniture or equipment requested _____

User Signature

Facility Coordinator Signature

Date

