

**Gloria Dei Lutheran Church  
301 N Lincoln St, Redwood Falls, MN 56283**

**Policy & Expectations for the Use of the Building and Equipment  
Keep a copy of these guidelines for your reference, submit application form to office.**

Gloria Dei Lutheran Church (GDLC) makes available its meeting rooms subject to the terms and expectations provided below. All church members and groups using GDLC are to recognize that the church facilities were built to further the mission and ministries of the church and are to be treated with the care and respect that a house of worship warrants. This policy is for all those using the facilities, referred to in this policy as “user”. The intent of this policy is to establish consistent requirements for all use of the church facilities (all properties of the church including furniture and equipment) to insure the safety and enjoyment of all users and to preserve the facility. **The church is providing the property and all equipment on an “as is” basis.** All users must confirm acceptance of the terms herein specified.

**Steps to Scheduling:** Fill out an “Application for Building Use”. Building use activities and scheduling are coordinated through the church office staff only. All users seeking to use space at GDLC must reserve space through the church office staff. No commitment for building use is finalized until the Building Usage Agreement has been approved. Qualified applications are based on availability and on a first-come, first-served basis with church functions taking priority.

\*The application form is available from the church office, via email or on our website: [www.gloriadelutheran.org](http://www.gloriadelutheran.org). This form must be filled out for every use. Include any additional information you feel might be useful on the back of the form.

\*The church staff retains the right to modify a building request, ask a group to move to a different location within the building, to schedule multiple events throughout the building, to cancel the use of the building or to refuse a request for building use.

\*Funerals always take priority. Funerals, therefore, could affect an event and/or the set-up, decorating, and other things you may want to do in advance of your event. Notice will be provided as early as possible if changes or cancellation to an event occur due to a funeral.

\*Users that use the facilities on a year-round basis must renew their Building Usage Agreement each January.

\*Reservations may be made up to one year in advance only. (exceptions: weddings (see separate handbook) or synodical events).

\*Cancellations should be given to GDLC 24 hours prior to an event.

**Terms:** All users must complete a Building Usage form and read through and understand these terms and policies for use and abide by them.

The user promises to provide adequate and competent adult supervision of all activities and individuals on the premises, protect the property of GDLC and observe the rules in this policy during the entire time of use. The user takes full responsibility for the conduct of their guests/members.

All users are expected to exercise reasonable care and judgement in order to prevent defacement, damage or breakage. User groups will be held financially responsible for any costs incurred for damaged or missing items or unusual cleaning costs or refurbishing needed incurred as a direct result of their use of the building/equipment. Please report any unusual incidents, breakage or other problems to the church office immediately.

The day and time of use (start and end time), agreed upon room reservations (plus restrooms), agreed upon attendance and church equipment usage are to be strictly adhered to. At no time shall equipment or facilities, other than those covered by prior approval, be used without first getting approval from the church office staff.

Users are expected to return the space used to the same condition and arrangement in which it was found. The movement of furniture and equipment from one room to another is not permitted except by prior arrangement. Tape, pins and other fasteners may not be used on walls, doors, etc. without prior approval of the office staff. If a change in the temperature in any room is needed, please consult the office staff. No exterior doors are to be propped open. Leave trash and recyclables in provided containers.

The user will ensure GDLC equipment is not mistakenly taken out of the facility.

Users may not bring in any equipment that cannot be easily carried or rolled in the facility. Equipment – or tables – should not be drug across the floorings.

Users must not advertise their event in such a way as to imply endorsements or sponsorship by GDLC. Users must not use GDLC phone number or address as contact information for their event.

Any questions or conflict, before, during or after the use of the facility will be resolved by/through the church office staff.

This policy by no means is intended to cover every facet of use of the church facilities.

**Set Up:** Reasonable set up and take down of the space you reserve will be taken care of by church staff, in an agreed upon manner. GDLC will not be obligated to perform any setup that was not identified at the time of the reservation.

The moveable walls in the fellowship hall shall be moved by authorized personnel only and prior arrangements must be made.

**Clean Up:** All users are required to clean up after using the facilities. Leave the space as you found it. And, if applicable:

- Wash off counter tops and tables
- Wash and put away any dishes that were used
- Leave trash and recycling in the provided containers
- Clean up (or report) any spills
- Turn off lights
- All personal items and decorations must be removed when the event is completed.
- Report any problems or damage to the church office staff

### **Facility Use Guidelines and Information:**

**Audio/Visual Services & Equipment:** GDLC has limited audio/visual equipment. Media capabilities may not be available in all spaces. Use arrangements must be made ahead of time. It is the users' responsibility to provide appropriate cables as needed and to verify your equipment is compatible with our system.

**Entry/Building Security:** All users are requested to enter the doors at the east side of the building only. All other doors are locked for everyone's safety during normal business hours. The only exception to this is groups with large attendance (over 75 people). Please give guidance to your group as to which door they should enter.

**Children/Youth:** All children (defined as those under 18) with your group must be adequately supervised at all times and cannot be unattended in any area of the building or outside the building. For safety reasons, this is a no-exceptions policy. Youth groups or young children must have adult supervision at all times. **Nursery:** A nursery is available in the basement. No children are to be left unsupervised in the nursery at any time.

**Church Equipment/Supplies:** Permission to use church equipment will be agreed upon at the time of the reservation by your group. Church supplies are not to be used except by church sponsored activities. Users should provide their own supplies.

**Decorations/Posters:** Tape, pins and other fasteners may not be used on walls, doors, etc. without prior approval of the office staff. All decorations/posters/signs must be removed immediately following the event. Existing seasonal decorations in the church may not be removed or altered.

**Hours:** Building use should be within normal building hours 8 am – 8 pm. Events held prior to 8 am or later than 8 pm will need special permission and may result in a fee or an additional fee.

The building is not available for use on Sunday mornings or Wednesday afternoons or evenings (during the school year) except for church functions.

**Kitchen:** See separate information sheet. The kitchen should be reserved as any other room in the church. Before using the kitchen equipment, please consult the church office staff.

**Lost/Damaged Property:** GDLC is not responsible for theft, lost or damaged property for user groups or for any items left in the building. We ask that all users pay close attention to personal property and valuables and not leave them unattended.

**Ministry/Musical Equipment:** These items are exclusively for ministry functions of GLDC and may not be used without special permission.

**Parking:** Parking is available for user groups—during the time they have reserved—in the south parking lot. Parking by the east side of the building is reserved for church business and handicap use. GDLC is not responsible for any loss or damage that may occur to a vehicle while parked in the parking lot.

**Point of Contact Person:** A designated contact person is asked to check in with the church office staff upon arrival to confirm room/equipment needs and arrangements. The contact person is responsible to see that the event is contained to the space assigned. One person from the group should then be the liaison with the church office staff for any continued needs or questions.

**Recycling:** To be good stewards of our environment, receptacles for all recyclables are available for your use.

**Sanctuary:** Special permission must be received in order to use the sanctuary.

**Smoking, Alcohol, Drugs, Weapons:** This building is smoke-free, including e-cigarettes, etc. Use of and/or distribution of alcohol, controlled substances/drugs and weapons/firearms are prohibited in the building and on church property.

## **Gloria Dei Lutheran Church Fee Schedule**

GDLC provides space as a service to its members and to the community. All groups are required to fill out an Application for Building Usage and agree to the policy and expectations.

Payment must be received prior to or the date of the event unless other arrangement have been agreed upon (no later than 21 days after an event). Fees include the agreed upon room, set-up and usage only. Checks made payable to "Gloria Dei Lutheran Church".

### **User Category:**

**Group A.** Congregational Events scheduled by church Committees, Council, Pastors, Staff and Synod.

**Group B.** Members and active participants. Members may request the use of the church building for personal use for immediate family members only, subject to guidelines and availability.

**Group C.** Recognized (501)(c)(3) not-for-profit organizations, Civic, Charitable, Service Clubs, education institutes.

**Group D.** Private individuals, organizations or businesses, non-members, general use.

**Group A:** No charge.

**Group B:** No charge, Donations to offset costs involved in using the facility are appreciated.

**Group C:** No charge\*. If funds are available, and your group is under 50 people, donations to offset costs involved in using the facilities are appreciated. **Please Note:** \*If food is being served, and guest count is over 50, a fee does apply.

**Group D:** Fees apply.

**Single Rooms:** \$25.00, for general use, less than 30 people, no equipment or set-up

**Fellowship Hall:** \$50.00 for general use, less than 50 people, no equipment or set-up  
\$75.00 for general use, more than 50 people, no equipment or set-up  
\$75.00 serving meal, less than 50 people (less than 4 hours)  
\$100.00 serving meal, less than 50 people (more than 4 hours)  
\$150.00 serving meal, more than 50 people (less than 4 hours)  
\$200.00 serving meal, more than 50 people, (more than 4 hours)

GDLC reserves the right to charge additional fees if setup requirements warrant such. All fees are per day.

As a non-profit entity, the church seeks to recover only costs related to use and maintenance.

Effective April 1, 2018