

Facilities and Equipment Use Policy **Adopted August 19, 2007**

Introduction

All facilities and equipment of Hosanna Lutheran Church are owned by the church and are for the purpose of church mission. In order to aid in the accomplishment of Hosanna's mission, this policy is implemented.

Use of Facilities

Facilities are to be used only for worship services, meetings of committees and auxiliary organizations, and other activities as may be approved by the Stewardship Team.

When special circumstances arise, the Senior Pastor may give temporary approval for use of facilities, pending Stewardship Team action. A record of use will be kept.

For outside groups using the facilities, a Facilities Usage Form should be completed and turned in to the church office. This form and a fee schedule are available on the website or in the church office.

Access to Facilities

The Office Manager/Bookkeeper will maintain a record of persons with keys in their possession.

Only those persons requiring regular access to the facilities during "off hours" may have possession of facility keys. Others who need a key for temporary use may have a key with approval and the paying of a security deposit.

Use of Equipment

All equipment such as tables and chairs, kitchenware, copy machines, paper supplies, etc., are for church use only, and may not be removed from church premises without Stewardship Team approval.

When special circumstances arise, the Senior Pastor may give temporary approval for use of equipment, pending Stewardship Team action. A record of use shall be kept.

Tables and chairs and all other equipment, where possible, will be appropriately marked with the name of Hosanna Lutheran Church, by stenciling or other appropriate mark.

Communication of Policy

A copy of this policy will be prominently posted in the workroom, kitchen, on the church website and available in the church office.