

# Overview – Facilities Use Policy and Procedure

The Lutheran Church of the Resurrection  
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The Lutheran Church of the Resurrection (LCR) has facilities and resources that are blessings for its ministry and mission and that can be shared with the community. These resources can be used by the congregation and community to create a welcoming atmosphere and can be used for religious, cultural, educational and recreational activities of responsible church and community groups. This policy and the procedures for facility use should be used for all internal and external events and will help with scheduling, coordination and communication. Help with completing these documents and making requests can be found through the (Parish Life or other) committee, office staff and Pastor. Office phone number is 651-484-1292, and email is [office@lcrelca.org](mailto:office@lcrelca.org).

There are five documents including this one that describe the process and help communicating events schedules and details.

Overview – Facility Use – Policy and Procedure

[1] – Application Form\*: Main form to initiate a request

[2] – Equipment and Request Form: Handles special requests beyond standard (simple) room

[3] – General Liability & Waiver: Recommended by insurance for outside users

[4] – Instructions and Expectations

\*For most LCR events, this is the only form needed.

Since the ministry of this community is continuously evolving, the Church Council reserves the right to revise or modify any facilities usage descriptions, practices and procedures, including those in this document and its related application forms, instructions and explanations. Changes will be effective on dates determined and approved by the Church Council.

## Procedure Overview

Individuals or organizations desiring to use the facilities shall make a written request through the church office, including the Facilities Use Application, the Equipment Use and Request Form and when needed and applicable, the

General Release and Waiver Form and a Certification of Insurance. Depending upon the specific group and the facilities requested, there may be additional usage documents that will be provided and that also need to be completed. Once the application is complete, a placeholder can be made on the calendar pending approval. For most internal events without schedule conflicts, the events can be pre-approved and scheduling can be completed at the time of application. For external events and for those where a schedule conflict is known or reasonably expected, the application will be forwarded for review and a decision. The decision and/or feedback will be made within one week, allowing for holidays and other closed office days. LCR reserves the right and prerogative to revoke permission to use a meeting room or to substitute facilities should the need arise.

## Policy and Priority Overview

The policy of LCR is to allow its facilities to be used for religious, cultural, education and recreational activities of responsible church and community groups. Use of the facilities must be in accordance with the regulations set forth by these policies, and the groups and their activities must not be in conflict with the vision and mission of LCR. For external groups, permission to use and the use of the facilities does not necessarily constitute an endorsement by LCR. The facilities of LCR are generally not available for commercial purposes, including cottage industries and party-type sales events which compromise or conflict with our tax status as a church. Fundraising activities for other non-profit groups need special consideration, and will be handled on a case-by-case basis.

The priorities for scheduling facilities usage are, in order:

- Ongoing ministries, meetings, programs and events of LCR
- Life events of LCR members (e.g., anniversaries, receptions, birthdays)
- External users whose primary focus is spiritual (e.g., other churches, religious groups)
- External users tied to schools, education and community non-profit organizations
- External users of social, club and other accepted activities

Permission and scheduling will be generally be determined as the applications are received, and so applications should be made as early as possible.

## General Workflow for Applications

All requests for facility use the application forms, regardless of the group providing support and sponsorship. These application and related forms will help ensure that the needed information is provided. The forms also help with the workflow and provide reference for scheduling.

Generally, an application should be turned in as early as possible. In order to preserve flexibility of scheduling for LCR, outside groups may book events no

more than two months in advance. More than two months in advance, the scheduled event may have a placeholder entered on the calendar (e.g., promotional schedules, time of year of event, etc.). Good faith efforts will be made to honor those early requests though not guaranteed.

Especially, the applications for outside events and for any LCR events with schedule conflicts need to be completed with detailed information prior to requesting approval. Those applications must have the contact information and details for the approval process and also for later should conflicts arise. The application and any supplemental forms and information will be forwarded to the Scheduling Group for a decision. That decision will typically be made within a week of the application. For events needing on-site support, larger scale events and incomplete applications, it may take longer for the approval process, may need to involve more people and perhaps require more information in order to arrive at a decision.

Once approved, the event requester will be notified, and the deposit will be due at that time. With on-site and other support needs, the event requester and that support person(s) will be given their contact information.

The group of people who can give approval for events will consist of Pastor, President and their designated representatives, referred to as the Scheduling Group.

Performance of this agreement is contingent upon the ability of LCR to complete this agreement, and excludes LCR from liability for occurrences which are beyond the control of LCR. LCR has the exclusive right to cancel or change this agreement due to funerals, membership needs, pastoral needs, emergency maintenance requirements, or acts of God.

#### *For LCR Events*

- Complete the application and additional forms. The event requester is responsible for completing all information.
- Complete the General Liability and Waiver form when needed.
- Remember to complete the equipment and special request form so that assistance can be scheduled, if needed.
- Receive the room instructions and expectations for use.

Most events can be scheduled when the application is turned in. When without conflict, these events are the top priority and need not go to the Scheduling Group for a decision. As a courtesy, the Scheduling Group should be notified that the event was scheduled.

If there is a conflict with other LCR events, the event requester will be given the contact information for the conflicting event so that they might make the first

contact to see if and how the conflict might be resolved. If that is unsuccessful, the Scheduling Group will be presented both applications in order to make a decision.

### *For Community or Outside-Sponsor Events*

- Complete the application and additional forms. The event requester is responsible for completing all tasks. Identity of requester need to be confirmed. Deposit needs to be paid in order to seek approval.
- Complete the General Liability and Waiver form.
- Outside organizations need to provide a copy of their own liability insurance and name the Lutheran Church of the Resurrection as additional insured.
- Remember to complete the equipment and special request form so that assistance can be scheduled, if needed.
- Receive the room instructions and expectations for use.

If there is a conflict with LCR events, the requestor for the event will be asked to wait for a decision, typically within one week.

- LCR event requester will be notified of the conflict to see if and how any changes could be made. LCR event requester is not obligated to make changes yet encouraged to try to find solutions. LCR event requester needs to respond within one week, and preferably within a few days.
- The Scheduling Group may also be contacted to help resolve conflicts. The Scheduling Group will be presented both applications in order to make a decision.

## General Policies

The following policies apply to all activities held at the Lutheran Church of the Resurrection.

1. Activities may not be in conflict with the Mission, Vision and Values of LCR.
2. The policy of LCR is to allow its facilities to be used for religious, cultural, educational, and recreational activities of responsible church and community groups, so far as this does not interfere with the use of its facilities by regularly scheduled organizations and ministries of the church.
3. Use of the facilities must be in accordance with the regulations hereinafter set forth by these policies.
4. The facilities of LCR are not generally intended for commercial purposes. Occasional exceptions may be granted by the Council and Pastor.

5. The fact that a group is permitted to meet at LCR does not constitute an endorsement by the church of the policies or beliefs of the group.
6. Permission to use the facilities of LCR will not be granted and may be revoked for any group or purpose which is deemed not in the best interest of the church or in conflict with the Mission, Vision and Values of LCR.
7. Events may not be scheduled on holidays when the church and office are closed, unless site supervision can be guaranteed.
8. All cancellations or changes to this contract must be received no later than 10 working days prior to the event. Please note that if you cancel your event without the 10 working day notice, \$50.00 of your building use fee is non-refundable. Food Service cancellations without a 10 day notice will be charged the fee agreed upon for use of this service.
9. Performance of this agreement is contingent upon the ability of LCR to complete this agreement, and excludes LCR from liability for occurrences which are beyond the control of LCR. LCR has the exclusive right to cancel or change this reservation due to funerals, membership needs, pastoral needs, emergency maintenance requirements, or acts of God.
10. LCR reserves the right to revoke permission to use a meeting room or to substitute facilities should the need arise.
11. The church will not ordinarily undertake to serve any meals or refreshments for groups outside of LCR. Meals at events of these groups may be served through the special catering arrangements and with prior approval. When kitchen facilities are used for catering, a designated person shall be on hand to supervise the use of equipment and cleanup.
12. LCR will not be responsible for equipment, supplies, or property of groups using the space. Storage of property may be allowed with prior approval and does not confer any responsibility to LCR for that property while in storage or while in use.
13. Nothing is to be fastened to the walls of any room or hall except in designated display spaces and must have prior approval. Fixtures or furniture may not be moved without prior approval—please see the Equipment and Request Form.
14. All signage to be posted in the building related to a scheduled activity must be approved, including how and where the items are posted (e.g., type of tape used, locations such as windows and walls—please ask for help and do not assume anything). All signage must be removed at the end of the event or activity and those surfaces cleaned, as needed.

15. The church office is not to be used as a mailing address for community groups, and church employees will not be asked to do administrative of other office work or perform other services for community groups.
16. Groups must provide adequate supervision for their activity. In the case of youth events, it is required that at least one adult be available for every six youth under 18 years.
17. Use of the facility is restricted to those areas as discussed and approved on the application for facilities usage.
18. Smoking is not permitted anywhere in the church facility and anywhere on the church grounds. Smoking is allowed inside private vehicles in the parking lot.
19. Illegal drugs are not permitted anywhere in the church facilities and anywhere on the church property.
20. Beverages with alcohol outside of wine for communion are allowed only with prior approval. (See form for Special Requests.)
21. The facility user assumes liability for damage to the property or equipment which occurs in the course of their event. Outside groups are required to sign the Facility Use Application and provide a Certificate of Liability Insurance if they are insured. LCR is not responsible for lost or stolen articles or any bodily injury taking place on church property.
22. The facility user is required to clean all areas of the building used, at the conclusion of their event. Based upon scheduling, LCR may request that the event user perform some tear-down and/or set-up following their event as part of the agreement.
23. Technical Services, enlisted from LCR and paid by the event organizer, are required for any usage of church camera and sound system use in the facility. These technical operators will do their best to provide:
  - a. Sound system operation including wireless microphone(s) and fixed microphones.
  - b. Assistance with music provided electronically via computer playback or via user's electronic devices. This music must be provided at least 7 days prior to the event.
  - c. Technical operator arrives no later than 20 minutes prior to the event to confer with the event organizer.
24. Events should conclude no later than 10:00 pm.

25. The signed Facility Use Application and all fees are to be received by LCR Office Manager, a minimum of two weeks prior to the event.
26. It is the responsibility of the event requester and its designee to assure that all members of the group are aware of these policies.
27. Non-electronic equipment, such as chafing dishes, chairs, etc. may be borrowed for personal use by members of the congregation with approval, and shall use the Equipment Request form and make the appropriate calendar entries. Before scheduling, Equipment Use needs must check for any conflicts with scheduled room usage and confirm the equipment availability with those event requesters. When in conflict, the approved users of the rooms have priority over the equipment requests. All equipment must be checked-out and checked-in during normal business hours. The member is liable for any damage, loss and/or theft of the equipment up to and including replacement cost.
28. Electronic equipment from the sanctuary may not be removed from the property. Requests for use of electronic equipment on site need approval and should be included on the Special Request form.

Note: At the time writing, there is no gun or weapon policy for LCR. This policy issue is left for future church council action, and may be guided by churchwide discussion and social messaging expected in Fall 2021.