

Bethany Lutheran Church – Cromwell, CT

Building Use Policy

General Policies

The church is dedicated to our mission statement of being “A Community Making Christ Known”, by reaching out to the community in as many ways as possible to aid in the development of its spiritual and moral character. Non-church related activities may be allowed when the goals of the users are compatible with the church, which shall make use of the facilities for the greatest good of the church body and the community. No activity shall be conducted on church property that is incompatible with the Christian faith and the rules and doctrines of Bethany Lutheran Church and Evangelical Lutheran Church in America (ELCA). All requests for use of church facilities should go to the office manager and may require additional approval by the church council.

Approved Users and Priority of Use

We are pleased that we can offer the building to a variety of groups in the community. In order to do this, the church has established some general guidelines for its use.

Bethany Lutheran Church must approve all uses of church facilities for any non-church events. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and some equipment may also be made available to members, non-members, or outside groups.

Non-church events include all events not identified as official church-sanctioned ministries, whether or not they are open to the church body as a whole. Non-church events include private events scheduled by members or non-members of the church. These events could be considered recurring or non-recurring. The following will be considered upon receipt of an application. These include but are not limited to the following examples:

- Weddings and Funerals **
- Community service events and educational organizations
- Private events, such as wedding showers, baby showers, or book clubs
- Other events of non-profit or for-profit organizations

** Weddings and Funerals shall be discussed with the Pastor prior to filling out this form.

Excluded Usages:

- The church facilities are not available for any politically partisan activities, events, or anything related to political campaigns.
- The church facilities and equipment are not available for the use of any event that is not in keeping with our stated purpose or the faith and mission of ELCA. Groups advocating values or actions contrary to Christian character are not permitted use of church facilities.

All persons seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church’s rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

For non-church events, the group or persons seeking facility use must submit a signed “Church Facility Reservation Request and Agreement” form. See application at the end of this document.

Insurance

For all non-church corporation activities, the group or person using the facilities must obtain and provide proof of liability insurance coverage in the amount of at least \$1,000,000.00, and to name Bethany Lutheran Church as an additional insured or an endorsement, not a certificate holder.

All users, regardless of activity or corporation status, must sign a “Facility Use and an Indemnity and Hold Harmless Agreement.” See Hold Harmless form at end of this document.

Suggested Donations

For use of the church facilities, the church suggests a donation identified below, to help cover the cost of maintaining the facilities. All such requests must be presented to and approved by the office manager. Any church member may request the council to modify or waive the donation.

Suggested Donation Schedule:

Room	1-4 Hours	Additional Hours Over 4 Hours
Lounge	\$50 / hr	\$40 / hr
Community Room	\$50 / hr	\$40 / hr
Fellowship Hall	\$100 / hr	\$80 / hr
Church Sanctuary	\$100 / hr	\$80 / hr
Church Grounds	\$100 / hr	\$80/ hr
Wedding Ceremony or Funeral	\$500 – flat amount	\$700 – flat amount

50% deposit is due upon approval or 1 month prior to the event (whichever is later). The remaining balance is due 1 week before the event, unless otherwise agreed upon with the office manager.

If any scheduled event needs to be canceled, please reach out to the office manager as soon as possible to discuss refunds.

Facility Use Guidelines

- Facility access should be discussed and agreed upon, prior to the event.
- The church office is open Monday through Friday (8:00 a.m.—1:00 p.m.). Hours are flexible and subject to change. The main office entry door (also known as the preschool door), on the parking lot side of the building, is the primary entrance/exit door during office hours. This door is camera-monitored during normal office hours with a doorbell. During non-office hours, the door also on the parking lot side of the building, but to the left of the windows, also known as the “Small Community Room”, has a scheduled electronic release to allow entry and will serve as the primary entrance/exit door. All other exterior doors are locked under normal conditions.
- Most external entry/exit doors are designed to prevent entry when locked but will allow exiting. Each user traveling in/out of the church facilities has a responsibility to ensure the door closes/locks after

exiting. At no time should a door be opened and left unattended by any adult/or designated individual. Propping doors open and leaving the door unattended is a compromise of our security policies and is strictly prohibited.

- Individuals or groups using the facility shall be responsible for the room arrangement (setting up of tables, chairs, etc.). Please return any furniture (chairs/tables) to the configuration it was in when you arrived. Close the doors to the room when your event is concluded. The Small Community Room exterior door (by the side parking lot) is programmed to unlock prior to the start of your event and will automatically lock when your event has ended. All other building doors will need to be manually locked/unlocked by church staff, which will need to be coordinated ahead of time with the Office Manager. If for any reason, the doors are locked and you cannot access the building, please see the Small Community Room side door (by the side parking lot) for a name & number to call.
- Upon leaving the building, user must turn off **all** lights (*please check the bathroom lights*), close all fire-rated doors, and close the building access doors unless other arrangements have been made. Building access doors will lock based on a timer set by the church.
- Care is to be taken to eliminate damage to furnishings or facilities. The space used is to be left in a condition equal to its prior use. Any individual, group or organization using the church is responsible for repairing or replacing anything broken or damaged.
- When doing projects using glue, paint, etc., please make sure to cover the tables. We discourage the use of glitter. Please clean up after your event. If a spill occurs, please clean it up right away with soap and water. Please make sure to take all of your supplies, equipment, etc. with you after your event.
- If the facility is not left in its original condition, custodial fees of up to \$50.00 per hour may be assessed to the user. Items shall not be removed from the building. For users with on-going events, if an area is left unusable they will be notified one time with no charge so that they can be made aware of the problem. On the second occurrence they will be contacted and a request will be made for them to pay all custodial costs necessary to bring the area back to a usable state.
- All furniture, supplies, food, and objects within the building and on the property prior to the user's event are considered property of the church and should not be taken or borrowed. Please leave all of the church's property and belongings as they were prior to the user's event.
- Participants must stay in the assigned areas and are to be supervised at all times (this includes siblings and children under the age of 18 who are a part of the group).
- Any "wet garbage" (i.e., food, diapers, beverages) should be disposed of in the outside dumpster in the back of the building. All other garbage should be disposed of inside the building in a trash receptacle. At the end of the event, all indoor trash receptacles are to be emptied and disposed of in the outside dumpster.
- The outside playground is designed for young children. Please keep older children off the equipment, and, again, they should be supervised at all times.

Restrictions of Facility Use

- Bethany maintains a smoke-free environment in and around the church building. Per state law, smoking is not prohibited within 50' of any public building. **Please do not discard cigarette butts or any other garbage in the parking lot or around the church building.** Any metal pails or other receptacles brought onto the property by the user for cigarette butts shall be removed from the property by the user. Cigarette butts shall **not** be disposed of in the on-site dumpster and/or trash cans.
- Unless pre-approved by the church council, alcohol is not permitted in the building, or on church grounds.

- The church sanctuary piano and the fellowship hall piano are not to be moved from either location, and no items are to be placed on the pianos and/or organ.
- No food or beverage is permitted in the church sanctuary.
- All items on the altar, lectern, and pulpit shall remain untouched.
- The church's audio/visual equipment is not to be used. Any audio/visual equipment that is needed should be supplied by the user.
- No weapons are allowed within the church facilities or on the church property.
- No open flames are allowed, unless pre-approved by the church council.
- Animals are not permitted (barring medical reasons), unless pre-approved by the church council.
- Bethany does not have a license for outside groups to cook in the church kitchen. Food must be cooked at home or have it catered and brought in.

Scheduling Events

Reservations for the use of the church facility should be scheduled as soon as possible. Request forms are available from the church office, or on the Bethany Lutheran website (bethanylutheranchurchcromwell.org).

Communication is of the essence. Any conditions or changes to the plans for the use of this facility are to be presented as soon as possible. Any request is subject to availability on a first come, first served basis.

Security

Bethany Lutheran Church works to maintain a secure environment within the church facilities and on the church property. Additionally, maintaining the physical security of the facility is the responsibility of all building users. It is important that all building users are vigilant in doing their part to keep the building secure.

Safety

Bethany Lutheran Church works to maintain a safe environment within the church facilities and on the church property. Fire extinguishers are located throughout the building. All users in the building for events should make themselves aware of where the fire extinguishers are located. An AED (Automated External Defibrillator) is also located in the hallway outside of the church sanctuary. Please note that the AED is not accessible to the Small Community Room, the room nearest to the side parking lot.

Disclaimers and/or Cancellation Policy

The church reserves the right to pre-empt any facility use in case of emergencies, with a full refund of all money paid for usage. Notice will be provided as early as possible. Bethany Lutheran Church will allow users to cancel with a full refund of all money paid for usage under most circumstances. However, the church is not responsible for tickets or sales made prior to the date of the event on the part of an individual or organization.

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Church Facility Reservation Request and Agreement

As acknowledgement that you have read and understand the above, please sign in the space provided and leave a copy in the mail slot outside of the office. An executed copy will be provided for your records.

Group Name: _____

Event Day & Time: _____

of Hours: _____

Room(s) Requested: _____

Printed Name: _____

Signature: _____

Title: _____

Contact Phone #: (_____) _____ cell home work

Date: _____

We thank you for your cooperation. Should you have any questions, comments, or concerns please feel free to contact Pastor Paul Krampitz or Robin Scotti at (860) 635-4618.

FOR OFFICE USE ONLY:

Reviewed by: _____

Confirmed insurance: YES / NO / Not Applicable

Date: _____

Event approved: YES / NO

Donation amount: _____

Comments: _____

2nd Reviewer (if applicable): _____

Date: _____

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Facility Use and an Indemnity and Hold Harmless Agreement

I/We the undersigned authorized representative(s) of (hereafter the "Organization") of the city of _____, state of _____ shall be using the building and grounds of Bethany Lutheran Church (hereafter the "Church") from _____ to _____, 20 _____, for the purpose of _____ hereafter referred to as the "Event".

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Event which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the Event, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Event. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Event.

We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

For businesses with EINs only: I/We represent that our Organization has general liability insurance with coverage limits of _____ (**must be a minimum of \$1,000,000**) in effect as of the date of the Event. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Event.

I/We have executed this Church Usage and Hold Harmless Agreement this _____ day of _____, 20_____.

ORGANIZATION NAME: _____

BY:

Signature: _____

Title: _____