

MORNING STAR LUTHERAN CHURCH & SCHOOL

(adopted by Morning Star's Coordinating Council 8/11/2011; updated 2/07/2013;
subject to review by the Support Board)

EDUCATIONAL AND ATHLETIC FACILITY USE POLICY & PROCEDURES

The various facilities and outdoor areas of Morning Star Lutheran Church and School may be used by congregation members, congregation groups/organizations, other WELS/ELS members and groups/organizations, and other individuals and organizations outside of the WELS/ELS. Any individual or group desiring to use the facilities **must fill out a Facility Use Application Form** as much in advance as possible (form 1 or form 2 depending on the individual/group and type of use).

- Generally, the application should be submitted to the church or school office no less than one week prior to the event. All arrangements for the use of facilities and outdoor areas are to be made through the church or school office.
- Applications must be approved no less than 24 hours prior to usage. Confirmation of facility reservations will not be made until the event planner provides the church or school office with the required information. An office or ministry staff member will provide a facility-use confirmation to the event planner in writing (paper or electronic). Events requiring congregational notice shall not be publicized until the reservation is confirmed.
- Use of facilities will be dependent upon the proper filing and approval of the Facility Use Application Form, the availability of the desired facility, and the provision of the supervision personnel.

A. Categories of Facility Use and Requirements

CATEGORY 1: Regular ministry use by members and servants of Morning Star Called and lay servants and groups/organizations of Morning Star utilize the facilities and grounds to carry out the mission and ministry of the congregation. Except for routine usage of the facilities for worship services and educational ministries (Lutheran Elementary School and Sunday School), individuals and groups are asked to use Facility Use Application **Form 1** to reserve a space for their ministry activities. Since this category of usage directly fulfills the mission of our congregation, no fees, insurance liability coverage, or supervision provisions are required with the application. Outside WELS/ELS entities and community service groups may also fall into this category if they supplement our congregation's nurture and outreach ministry.

CATEGORY 2: Private use by Morning Star members and other WELS/ELS members and organizations Members of the congregation and other WELS/ELS members and organizations may rent space for private events (non-ministry purposes), such as family gatherings and athletic activities. Individuals and organizations in this category must use Facility Use Application **Form 2** to reserve and rent space. Rental fees have been established for this category to offset expenses for utilities and maintenance. Category 2 rental fees will be **half (50%)** of the full rental rates. Nonmember individuals and organizations will need to arrange and pay for a member supervisor. Organizations outside of our congregation will need to provide a certificate of insurance coverage.

CATEGORY 3: Private use by non-WELS/ELS individuals and organizations Individuals and organizations not affiliated with our congregation or the WELS/ELS may rent space for their private events under the stipulations of this Facility Use Policy. Individuals and organizations in this category must use Facility Use Application **Form 2** to reserve and rent space. Rental fees have been established for this category to offset expenses for utilities and

maintenance. Full rental rates will apply for category 3. Individuals and organizations will need to arrange and pay for a member supervisor. Organizations will need to provide a certificate of insurance coverage.

B. General Policies

1. Congregation properties shall be used in accordance with federal, state and local laws and shall not be used for the purpose of organizing or carrying out of any unlawful activity.
2. Congregation facilities are provided primarily for the support of the ministry functions of the church and school and the activities necessary for the support of these functions. Church and school ministry functions take precedence over any other activities in the use of facilities. The church and/or school office shall attempt to resolve any scheduling conflicts. The church's mission and planning priorities will be used as a guide in resolving conflicts. If a solution acceptable by all parties is not achieved, the ministry staff (pastor, principal, staff minister) and/or Coordinating Council will make the final decision.
3. Activities and functions held on Morning Star's campus must not contradict or conflict with our congregation's Lutheran/Christian theological teachings.
4. All persons on Morning Star property are required to abide by church policies and regulations of the Coordinating Council and shall identify themselves upon request to church officials or appropriate church employees acting in the performance of their duties.
5. The congregation's name, insignia, seal, logo, or other indicia may not be used by groups or organizations without the prior approval of the appropriate church or school authority.
6. Smoking (the burning or carrying of a lighted cigar, cigarette, pipe, or any other substance which contains tobacco) is prohibited on Morning Star's campus (indoors and outside).
7. With the exception of wine for Holy Communion, no alcoholic beverages (dispensing or consumption) are allowed anywhere on the church grounds or in the buildings. Individuals or organizations found violating this policy may be asked to leave and/or the event will be cancelled.
8. Sharp instruments/knives (sharp points and/or sharp blades) are not allowed to be kept/stored on the premises. Sharp instruments may be brought and used for an activity/event, but must be taken off premises following their use. If there is a need to keep/store sharps on the premises, please contact the church or school office.
9. Generally, programs and events sponsored by recognized church organizations do not require additional insurance coverage. Due to insurance provisions, groups and organizations not affiliated with Morning Star Lutheran Church must provide a certificate of insurance naming Morning Star Lutheran Church as additional insured. Furthermore, groups or organizations with no affiliation with Morning Star Lutheran Church (MSLC) shall provide MSLC an indemnification and hold harmless agreement, as included in the Facility Use Application.
These insurance requirements must be on file in advance of the event.
10. It is the responsibility of the individual program planners to directly contact caterers to arrange catering needs. Billing should be directly to the individual or group (person in authority) and is their responsibility.
11. Unless permission is given by the appropriate ministry board or administrative unit, no printed material may be on, attached to, or written on any structure or natural feature of the facility such as sides, doors, windows of buildings, the surface of light posts, waste receptacles, trees, rocks, benches, or free standing signs. No printed materials may be placed on vehicles. Please contact the church or school office for information about locations where printed materials may be displayed.
12. Unless permission is given by the appropriate ministry board or administrative unit, no type of clamp mechanism, adhesive material, or other kind of device should be adhered to any object in the facility. (i.e. chairs, doors, etc.)
13. Any damages caused to Morning Star property will be the responsibility of the sponsoring organization.

E. Use and Rental of Tables and Chairs

All events and activities held on site at Morning Star may use the tables and chairs at no charge. A rental fee is required for private use of the congregation's folding tables and folding chairs for off-site purposes. Rental payments will be deposited into a restricted fund for table, chair, and furnishing replacement.

- Folding tables = \$5.00 per table
- Metal folding chairs = \$0.50 per chair (only the metal chairs may be rented for off-site purposes)

Rental arrangements must be made through the church or school secretary. Rental payment is due before or on the pick-up date (checks payable to "Morning Star"). Items must be returned to their proper storage locations no more than one week from the pick-up date.

F. Supervisor Requirements (for individuals and organizations outside of Morning Star congregation)

1. A member supervisor is required for rental arrangements made by individuals and organizations that are not members of Morning Star congregation.
2. The supervisor fee is paid directly to the approved supervisor (check payable to the supervisor). At the discretion of supervisor, this fee may be reduced or waived.
3. The supervisor:
 - a. Must be an active member of Morning Star congregation and be familiar with the facilities and their operational procedures.
 - b. Must be approved by one of the following staff members: pastor, principal, staff minister, athletic director, church secretary, school secretary.
 - c. Must remain on site and near the rented space(s) at all times during the event.
 - d. Will oversee cleanup and resetting after use (see the checklist below).
 - e. Will be responsible for unlocking before and locking up after the event/activity.
4. Supervisor checklist: (items may vary depending on the spaces that are used)
 - a. Floors are cleaned (swept and/or mopped as needed).
 - b. Restrooms are cleaned and picked up.
 - c. Supplies and equipment are put away and returned to proper location.
 - d. Set up for worship if necessary (seating, keyboards, etc.)
 - e. Shut off all lights in gym, stage, kitchen, storage room, and hallways.
 - f. Lock necessary internal doors and entranceway doors and return the key to the office.

G. General Facility Use Procedures and Guidelines

1. Step-by-step procedures:
 - a. A request is made through the church or school office. The event planner can check the availability of the space by viewing the Facility Use Reservation Calendar which will be posted in the office and on our congregation website.
 - b. The Facility Use Policy and Application Form is issued. Explanation is available upon request.
 - c. The completed application form is processed through church or school office **and the security fee deposit is paid** (for categories 2 and 3) to obtain the reservation.

- d. If approved, the event will be reserved on the Facility Use Reservation Calendar (conditional upon receipt of any applicable rental payments).
 - e. A paper or electronic copy of the approved application will be returned to the event planner, and a copy will be filed in the church and school office.
 - f. For categories 2 and 3, the event planner pays the rental fee to the office prior to the beginning of the event.
 - g. At the conclusion of the activity and after the facilities clear an inspection, the security deposit will be returned/refunded as applicable and appropriate.
2. If facility use is granted, the church or school office will issue a key, if necessary, to the person in charge, who will then be responsible for enforcing the following guidelines:
- a. Unlock before and lock up after the event.
 - b. Remain on site at all times during the event.
 - c. Check and turn off all appropriate lights.
 - d. Follow guidelines that govern the use of technical equipment. Use of audio-visual and technology equipment must be granted through the facilities usage application process (see section C, numbers 2 and 3). Congregational A/V and technology personnel must supervise any use of this equipment, and make the appropriate arrangements for their use.
 - e. Oversee cleanup and general reset as appropriate.
 - f. Report any damages or injuries to the church or school office personnel.
 - g. Immediately notify the church or school office personnel if you notice any equipment or facility malfunction.
 - h. Return the key to the office in a timely manner.
 - i. Secure special permission for the use of the scoreboard.
 - j. Be certain that all participants on the gym floor use gym/tennis shoes during any type of sports activity. We encourage the use of a dedicated pair of gym shoes when an individual is participating in a sports activity.
 - k. Reinforce that there is NO hanging or climbing on the basketball rims, support structures, and tie rods. Use all facilities and equipment in an appropriate manner.
 - l. Encourage and insist upon Christian conduct and language at all times.
 - m. Closely watch that all participants remain in the designated areas.
 - n. Prevent young children and students from unsupervised activities, horseplay, etc.
 - o. No stomping or running on or under the bleachers.
 - p. Never slide any sharp-edged items across the gym floor. Some items may need padding to protect the floor.
 - q. Encourage elevator use and the wheel chair for those who need it.
 - r. Sweep the gym floor after the event using the designated equipment, and dispose of garbage. Wet mop if necessary. Remove/erase scuff marks on the floor.