

MORNING STAR LUTHERAN CHURCH & SCHOOL

(adopted by Morning Star's Coordinating Council 8/11/2011; updated 2/07/2013; updated 11/20/19;
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 documentation, or supervision provisions are required with the application.

At the discretion of the ministry staff, outside WELS/ELS entities and community service groups may fall into this category as an extension of Morning Star's mission if they supplement our congregation's nurture and outreach ministry. Outside organizations are required to provide a Certificate of Liability Insurance as proof of insurance.

CATEGORY 2: Private use by Morning Star members and families Members of the congregation may rent space for private events (non-ministry purposes), such as family gatherings and birthday parties. Individuals 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, maintenance and equipment replacement. Category 2 rental fees will be **half (50%)** of the full rental rates.

CATEGORY 3: Private use by individuals and organizations outside Morning Star Individuals and organizations that are not part of our congregation 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, maintenance and equipment replacement. Full rental rates will apply for category 3. Individuals and organizations will need to

arrange and pay for a member supervisor. Organizations are required to provide a Certificate of Liability Insurance as proof of insurance.

EXCEPTION TO THESE CATEGORIES: Ministries of Kettle Moraine Lutheran High School Morning Star recognizes its ministry partnership with KMLHS. Organizations of KMLHS may reserve and use space at no charge for up to five (5) occasions per organization/team per season. Beyond five usage dates, the full rental rates apply. KML groups/teams must use Facility Use Application **Form 3** to reserve and rent space. A Morning Star member must supervise on site during all times of use (see Section F in this policy). KMLHS is required to provide a Certificate of Liability Insurance as proof of insurance.

B. General Policies

1. 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 in certain circumstances, other individuals and organizations outside of the WELS/ELS.
2. 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.
3. 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.
4. Activities and functions held on Morning Star's campus must not be used for any purpose that contradicts the doctrine of the Wisconsin Evangelical Lutheran Synod (WELS). Activities and functions must not endorse, promote, advocate or support practices or activities that contradict the Bible doctrine of Morning Star congregation based on the confessional teachings of the WELS.
5. 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.
6. 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.
7. 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).
8. 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.
9. 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.
10. 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 (a Certificate of Liability Insurance), as included in the Facility Use Application. **This insurance documentation must be on file in advance of the event.**

11. 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.
12. 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.
13. 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.)
14. Any damages caused to Morning Star property will be the responsibility of the sponsoring organization. Activities that risk damage to the facility, equipment and/or furnishings are prohibited.
15. A group comprised of children and/or teenagers under the age of 18 must be accompanied by a responsible adult (18 or older) chaperone who must remain with and be in control of the group at all times. There must be one adult chaperone for every 15 individuals under the age of 18.
16. Facility usage may not be for the following:
 - a. As headquarters for political campaigns;
 - b. For any purpose recognized as contrary to the teachings of Morning Star Lutheran Church;
 - c. Use of outdoor grounds and facilities for overnight camping is strictly prohibited.
17. The church reserves the right to review and determine all requests for permission to utilize designated facilities or equipment.

C. Plant Operations and Technical Request Policies

1. Operations:
 - a. Operations include the following: room setup (seating, tables, staging, etc.), electrical, scoreboard, housekeeping, and grounds requests.
 - b. Heating and air conditioning settings are programmed by the congregation's property and facility personnel. Adjusting the program settings (schedule and temperature) is prohibited. Engaging/pressing the "3 hour occupied" setting is allowed.
 - c. It is the responsibility of the person or group wishing to use the facilities to confirm with the church or school office any specific requests at the time the reservation is made.
 - d. It is the responsibility of the person or group using the facility to return the operations to the same conditions and arrangements as it was found.
2. Audio-visual/scoreboard: Requests to use audio-visual equipment and/or the scoreboard must be included in with the original facilities usage application.
3. Technology requests: Individuals or groups are responsible for contacting the church or school office for technology-related needs prior to the event.
4. All fees associated with special requests will be handled through the church or school office and may be considered an extra charge.

D. Fees (for categories 2 and 3)

For individuals/organizations outside Morning Star (category 3), a \$50 per space security deposit must be paid at the time an application is submitted (separate check from rental payment). The security deposit or a portion of it will be returned/refunded after the facilities clear an inspection. **The total rental fee shall be paid prior to the beginning of the event.** Fees are as follows:

Security Deposit for category 3 (refundable after the facilities clear an inspection)

- \$50 (per space)

Facility Rental Fees [category 2 rental fees are half (50%) of the full rates listed below]

Gymnasium (includes use of the stage and locker/bath rooms)

- \$40/hr for the 1st hour; \$20/hr afterwards (or \$10/half hour afterwards)

Kitchen

- \$20/hr for the 1st hour; \$10/hr afterwards (or \$5/half hour afterwards)

Please make checks payable to **Morning Star Lutheran Church.**

Member Supervisor (required for category 3 and KMLHS; see “Supervisor Requirements” below)

- \$10/hr (paid to the supervisor)

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 (category 3 and KMLHS).
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 advise and supervise groups of any activities that may damage the facility and/or equipment.
NOTE: for baseball and softball activities in the gym, wiffle balls must be used for batting practice. Heavier balls may strike and damage the lights and the scoreboard.
 - e. Will oversee cleanup and resetting after use (see the checklist below).
 - f. Will be responsible for unlocking before and locking up after the event/activity. The supervisor will be assigned a key FOB by the church secretary upon request.
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 category 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. The event planner pays the rental fee (if applicable) 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. Advise and supervise groups of any activities that may damage the facility and/or equipment. NOTE: for baseball and softball activities in the gym, wiffle balls must be used for batting practice. Heavier balls may strike and damage the lights and the scoreboard.
- m. Encourage and insist upon Christian conduct and language at all times.
- n. Closely watch that all participants remain in the designated areas.
- o. Prevent young children and students from unsupervised activities, horseplay, etc.
- p. No stomping or running on or under the bleachers.
- q. Never slide any sharp-edged items across the gym floor. Some items may need padding to protect the floor.
- r. Encourage elevator use and the wheel chair for those who need it.
- s. 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.