Christ Lutheran Church
Madley, Pennsylvania

Guidelines For The Use Of The Facilities And Equipment of Christ Lutheran Church

adopted November 1992, amended July 1996

The following guidelines concerning the use of the facilities and equipment of Christ Lutheran Church were approved by the Congregation Council in the interest of good stewardship to assure the orderly and safe use of God's gifts entrusted to our care.

1. **AVAILABLE FACILITIES AND EQUIPMENT**
   A. The worship area and its furnishings, including flower vases, candleholders, organ, piano, and hymnals.
   B. The education/social wing and all its furnishings, including tables, chairs, bulletin boards, and piano.
   C. The kitchen, including the stoves, refrigerator, coffee makers, and all pots, pans, dishes, and silverware (but NOT including paper products such as plates, cups, towels, and napkins).
   D. The church grounds, parking lot, and pavilion.
   E. Individual items such as tables, chairs, coffee maker, choir robes, and books.

2. **APPROPRIATE ACTIVITIES**
   The congregation's facilities may be used for purposes, which enhance or enable family and community activities consistent with Christian ideals. Examples of approved activities include: weddings, receptions (wedding, anniversary), showers (wedding, baby), reunions picnics, and athletics. For other types of activities (congregation Council will determine appropriateness by majority vote. Use of Church equipment off church grounds will be decided in each case by Congregation Council.

3. **PERSONS ELIGIBLE TO USE CHURCH FACILITIES**
   A. Voting Members' of the congregation.
   B. Non-Voting Members and non-member individuals or groups approved by Congregational Council.
4. **FEES**
   A. No expected donation is required for the use of church facilities by Voting Members. However, if equipment is used off church grounds, Council may require a security deposit, which will be refunded when the equipment is returned undamaged.
   B. Non-Voting Members and non-member individuals or groups using these facilities will be required to submit a security deposit of $100. Following the facility use, that portion of the security deposit will be returned which was not needed to compensate for damages or neglect or responsibility incurred during the use.

"VOTING MEMBERS" are confirmed members "…who have communed and made a contribution of record during the current or preceding year." (C8.02c.)

C. For Non-Voting Members and non-member individuals or groups the following schedule of expected donations will apply in all cases:
    1) Worship Area -$75
    2) Education/Social Wing (with Kitchen) -$100
    3) Education/Social Wing (no Kitchen) -$75
    4) Pavilion and Grounds -$40
    5) Equipment off grounds -not available

   Full payment of the expected donation, plus the security deposit is required in advance for Congregation Council to process the application and grant permission.
D. Congregation Council will assure, prior to the agreed use, that the requested facility is cleaned, door unlocked, restrooms stocked, and (in winter) heat turned up.

5. RESPONSIBILITIES OF THOSE USING THESE FACILITIES

A. Arrange furniture back to order in which the room was found.
B. Carpet is to be vacuumed, tables & chairs wiped clean, spills cleaned up, dishes washed and put away.
C. All garbage and trash generated is to be taken from the premises (we do not have trash pick-up service).
D. NO TAPE (scotch, duct, or masking) may be attached to the walls or light fixtures! If hanging of decorations is necessary, use special removable tape (e.g. "Poster Tape") designed especially for this purpose...and remove it carefully.
E. The lights, fans, and stove/ovens are to be turned off. The organ is to be turned off and unplugged. In winter, heat is to be turned back to 50.

6. PROCEDURE

Any VOTING MEMBER of the congregation who wishes to use church facilities or equipment should request permission from Congregation Council far enough in advance so the request can be considered by the full Council at a regularly scheduled meeting to assure that scheduling conflicts are avoided.

Any NON-VOTING MEMBER, or NON-MEMBER individual or group wishing to use church facilities or equipment must submit a written request detailing the type of event, the date, the time, and which facilities are to be used, along with the appropriate expected donation and security deposit, to Congregation Council at least two months prior to the date so the request can be considered at a regularly scheduled Council meeting. Permission (or denial) will be communicated in written form (and check returned if denied) by the Congregation Secretary.

A first-come first-served policy will be followed in scheduling, with priority given to members of Christ Lutheran Church if date conflicts should simultaneously occur.

These procedures DO NOT APPLY to normal Church programming (SCS, VCS, ELCW, Choir, Bible Study, etc.). Regularly scheduled Congregational activities always have priority over any other requested use of the facilities. It is the responsibility of all groups within the Church, however, to regularly inform Congregation Council of their use of the facilities so other events are not scheduled in conflict with those plans.

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Guidelines for the Use of the Pavilion of Christ Lutheran Church

The following guidelines concerning the use of the pavilion area of Christ Lutheran Church were approved by the Congregation Council in the interest of good stewardship to assure the orderly and safe use of God's gifts entrusted to our care.

APPROPRIATE ACTIVITIES

The pavilion may be used for purposes which enhance or enable family and community activities consistent with Christian ideals (e.g. reunions, athletics). Congregation council will determine approval by majority vote.

FEES

No expected donation is required for the use of the pavilion by voting members. Non-voting members and non-member individuals or groups will be expected to give a minimum donation of$40.00 for use of the pavilion and grounds.

RESPONSIBILITIES

A. All garbage and trash generated is to be taken from the premises.
B. Arrange tables back to order in which they were found.
C. Provide necessary fuel and utensils for safe use of grill.
D. Restroom should be clean and lights turned off.
E. Use of alcohol & drugs is prohibited.
F. There is a noise curfew of 10:00 p.m.
G.

Authorized members of Christ Lutheran Church may deny use of or evict any persons from the premises without warning and without restoration of $40.00 fee.

All persons using the pavilion are responsible for any and all damages incurred. If necessary, legal action will be taken and pursued of the restoration of damages.