

**BUILDING USE POLICY**  
***Our Saviour's Lutheran Church***  
***Merrill, Wisconsin***

**Our Mission:**  
***To Love, serve, and strengthen all people in Christ Jesus.***

## **INTRODUCTION**

Our Saviour's Lutheran Church (OSLC) welcomes the use of its facilities by OSLC members and other individuals or groups who support the mission of the congregation. The use of our building becomes an extension of our mission to share the gospel of Jesus Christ through worship, education, service and fellowship. We actively seek ways to utilize our building in fulfillment of our mission.

Individual(s) or group(s) wishing to reserve the church should contact the Church Office, who will get approval from the Pastor for single use events or the Church Council for multiple use events. Adult in charge must be at least 21 years of age. If the Pastor has any questions for single use events, he/she will bring it to the attention of the Church Council. In all cases, the Pastor and Church Council reserve the right to refuse the use of church facilities. The Church Council reserves the right to cancel all usage agreements at any time without prior notice.

**Functions directly related to the work of the congregation shall have priority for building use. Sensitivity regarding funerals is expected from all building users.**

## **BUILDING USE POLICY**

### **Who may use the building:**

- OSLC groups or church members using the facility as part of the ministry of the church
- Charitable or service organizations
- Outside social, civic, educational, and non-service groups
- OSLC members for non-church related events

There is a separate policy for weddings.

### **Who may not use the building:**

- Partisan political groups
- Groups operating for commercial gain
- Groups whose activities are in conflict with the mission of OSLC

**HOLD HARMLESS CLAUSE** – All groups and individuals who use the church building will agree to the following Hold Harmless Clause:

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, illness, injury or death which may occur while participating in the Activity. 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 Activity.

**Procedures:**

- All building use requests shall be submitted to the church secretary or pastor and are subject to approval.
- All pertinent safety and health precautions as determined by the church must be followed.
- A completed application for building use must be on file in the church office before the event takes place.
- Any exceptions to the policy shall be approved by the pastor prior to finalizing the request.
- For all businesses, proof of insurance is required and a copy is to be submitted to the church office
- Responsible adult supervision must be with the group at all times.
- All minor children must be supervised by an adult.
- Smoking is not permitted in the building. Illicit drugs, and alcohol are not permitted on church grounds.
- Weapons are not permitted in the church building.
- No furniture or equipment belonging to OSLC may be removed from the building without prior approval from the property committee chairperson.
- Any equipment or supplies destroyed or missing will be replaced by OSLC with equipment or supplies of equal quality and the cost will be charged to the person who signed the building use request form.

**Clean-up:**

- All groups and individuals are required to clean up after using the facility. Rooms must be returned to the order of arrangement they were in prior to use. A cleaning charge may be billed if the custodian needs to spend more time than usual cleaning after a group has been at the church.
- Groups may be charged a security deposit depending on the type of activity and possible clean up needed afterwards.
- When the kitchen is used, all equipment, dishes, utensils, etc, shall be cleaned and returned to the place they were found, all tables and counters washed.
- If there has been a spill on the carpeting, or other mess that needs more attention from the custodian, leave a note on the counter by the church office.
- NEW WHITE TABLES ARE EASILY STAINED! For all craft projects involving paint, glitter, glue, or anything else messy, cover tables generously with newspaper and spread tarps on floor. Tarps are provided by the church.
- If the space / rooms used is not cleaned, a cleaning fee may be charged to the person who signed the building use request form.
- All garbage must be removed from the premises. A fee will be charged to the person who signed the building use request form for any garbage left at the church.

**Key:**

When requested, a key to the front doors may be issued subject to a deposit fee of \$25. The deposit will be forfeited if the key is lost. Key is not to be duplicated.

**AV Equipment in the sanctuary:**

Any use of the audio-visual equipment in the sanctuary requires the presence of the church secretary or other knowledgeable member of OSLC to operate the equipment. A fee may be charged for this service.