

St. Paul's Lutheran Church, Cheyenne, WY

Facility Use Policy Manual

Philosophy

It is St. Paul's Lutheran Church's vision to *walk with each other in worship, service, and community*. We will create a welcoming atmosphere for the use of our campus and facilities for faith-based, cultural, educational, recreational, and community activities. We will do so in a manner that is, by design, both respectful of and coordinated with our many ministries and staff.

1. Priority of Use

The priority of use for St. Paul's facilities and campus are as follows:

1. St. Paul's worship services
2. St. Paul's ministries, programs and events sponsored by St. Paul's
3. Weddings and funeral services for St. Paul's members
4. Ministries, programs, and events in partnership with St. Paul's or budgeted directly or indirectly through the church
5. Weddings and funeral services for non-members
6. Non-profit member and member family activities
7. Outreach programs that are inline with our stated vision and core values
8. Non-profit and other denominational religious, civic, and community functions
9. All other approved events

2. Policy Statement Regarding for Profit and Commercial Enterprise

The St. Paul's campus is not available for commercial enterprise. This includes product sales, services, or other promotional activities that benefit a for-profit group or business, including those that involve St. Paul's members.

Fundraisers that benefit St. Paul's ministries, its members, or other outreach programs by non-St. Paul's members must be approved by the Church Council. A written request for fundraising can be submitted through the church office.

3. Schedule of Campus Availability

Space is available on a first-come, first-served basis and given priority in accordance with this policy. If an emergency situation or funeral arises and conflicts with a scheduled event, St. Paul's reserves the right to re-locate a group to another suitable or alternative location on the St. Paul's campus. Every effort will be made to notify parties as far in advance of the change as possible.

St. Paul's Lutheran Church reserves the right to deny use of its campus and facilities to any individual or group. If a scheduling conflict is identified, it will first be brought to church staff for resolution. Administrative staff will involve the Pastor when scheduling conflicts cannot be easily resolved. The Pastor will also address questions raised about the eligibility of an event.

All activities must be completed no later than 9:30 PM. Sundays: No events before 12:00 PM.

4. Legal Requirements for Usage

The individual who makes the reservation and signs the Facilities Use Form is the Event Organizer for the purposes of this policy. The Event Organizer agrees to be responsible for the conduct of the participants of the event and agrees to ensure compliance with the Facilities Usage policies. Further, as a condition of usage, any individual or group not directly involved in St. Paul's worship services or ministries agrees to bear the cost of repair or replacement, as necessary, of equipment or facilities damaged in the course of use of St. Paul's property.

4.1 St. Paul's is not legally responsible for the misconduct of participants at an event that is not sponsored by St. Paul's or in direct connection with its ministries or worship services. Any Event Organizer or outside group will be responsible for the liability arising from the event. Events sponsored by companies or non-profits may be required to show proof of liability insurance and, if required by St. Paul's, will name St. Paul's Lutheran Church as an additional insured.

4.2 With the exception of St. Paul's events or meetings, any group or Event Organizer utilizing the St. Paul's campus or equipment agrees to protect, indemnify, and hold harmless St. Paul's Lutheran Church and its employees from any and all claims, liabilities, damages or rights of action, including attorney's fees and medical payments, directly or indirectly growing out of the use of the St. Paul's campus, to include its facilities, equipment, and parking lot.

4.3 Alcoholic beverages will not be permitted on the St. Paul's campus without prior approval. If approval is granted, servers must be in compliance with all regulations.

4.4 St. Paul's is not responsible for any personal property or valuables left on the premises before, during, or after the scheduled event. If an item is lost please contact the church office. Any personal property left on campus for greater than 30 days will be considered abandoned and disposed of accordingly.

4.5 Proof of insurance coverage may be required at the discretion of St. Paul's Lutheran Church.

4.6 The following, St. Paul's Key Card Sign-Out Form must be completed and returned to the St. Paul's office prior to a key card being issued for any activities scheduled through St. Paul's Lutheran Church.

St. Paul's Key Card Sign-out Form

In order to maintain the security of the Church building, entry key cards will be issued to visitors and external maintenance personnel for limited-time usage. A \$10.00 replacement fee is assessed for lost, stolen or unreturned key cards.

Please provide the following information:

Name: _____

Address: _____

Phone Number: _____

e-mail (if desired): _____

Function/Event: _____

Dates of use: _____

Number of persons: _____

This key card is being issued under the following conditions:

- 1.) This key card is being issued for access to the building from 11:00AM to 9:30PM, Monday through Friday. (The Education Wing door is typically unlocked from 8:00 to 11:00AM.)
 - a. If you need a card for a different time frame please notify the Church Office.
- 2.) This card may not be loaned to anyone who is not part of the group identified above.
- 3.) The key card must be returned to the Church office at the end of the function or event. It may be dropped off in the mail box next to the Education Wing door if the office is closed.
- 4.) If the card is not returned after the designated end time of use access will be terminated and a \$10.00 fee will be assessed for replacement cost.
- 5.) If the card is lost or stolen please notify the office as soon as possible. Access will be terminated for that key card code and new one issued for a \$10.00 replacement fee.

I have read and understand the conditions outlined above and will abide by the conditions set out above.

Signature

Date

Office Confirmation: ____ (initial) _____(date

5. Scheduling Procedure, Policies and Fees

5.1 Guidelines for weddings are contained in St. Paul's "The Wedding" handout. Guidelines for funerals will be discussed on a case by case basis during initial consultations with St. Paul's staff. Please refer to this document or St. Paul's staff for more specific information and fees regarding these events. St. Paul's facilities use policies contained in this manual still apply.

5.2 A St. Paul's Facilities Use Form must be completed and turned into the church office for every non-St. Paul's event or meeting. Recurring meetings may have one form on file for an entire calendar year. Forms will be reviewed and approved by the appropriate church staff. Once an event has been approved, it will be listed in the online calendar at www.stpaulscheyenne.org. The Event Organizer will be notified via email or phone.

5.3 A *refundable security deposit of \$75* is required for members, and a *refundable security deposit of \$200* is required for non-member use of the facilities and must be paid prior to an event in order to be placed on the church calendar. If it is determined after the event that no damage has occurred, the full amount will be returned. If damage has occurred, the funds will be applied to repairs. Any additional costs will be charged to the Event Organizer; any excess will be returned. Fees for each event will be paid in full no later than *two (2) weeks prior* to the scheduled date. Failure to pay event fees timely and in full may result in the loss of the reservation.

Type of Function	Facility Use Fee	Refundable Damage/Custodial Security Deposit	Refundable Key Card Deposit
Member Functions <ul style="list-style-type: none">• Anniversaries, Birthdays, Baptism Celebrations, etc.	None <ul style="list-style-type: none">• No fee is required for member functions. It may be requested that a donation be made to offset the utility, AV operator, and custodial cost, or that a donation be made to the Free Little Pantry.	\$75.00 <ul style="list-style-type: none">• The Damage/Custodial Security Deposit is 100% refundable, dependent upon the condition the facility is left in.	None <ul style="list-style-type: none">• Members are not required to pay a key card deposit, but may be subject to a fee if key card is lost or damaged.
Community: Activities, Service Gatherings including Musical Events <i>(also applies to any group that includes a St. Paul's member)</i> <ul style="list-style-type: none">• Any question regarding these events will be resolved by the St. Paul's Office.	\$100.00 <ul style="list-style-type: none">• All non-member functions are subject to a \$100.00 facility use fee.	\$200.00 <ul style="list-style-type: none">• The Damage / Custodial Security Deposit is 100% refundable, dependent upon the condition the facility is left in.	\$15 <ul style="list-style-type: none">• The Key Card Deposit is 100% refundable, however, will be subject to a fee if key card is lost or damaged.

5.4 Non-member functions that are hosted by a member, fees may be waived by the St. Paul's Office and/or Council President.

5.5 The fee structure in place for use of St. Paul's facilities is established to cover operating costs and normal wear and tear incurred during use. The fee structure is reviewed on an annual basis by the executive committee of the council.

5.6 Groups may request space for a recurring meeting for a period of up to one

calendar year beginning January 1. St. Paul's will use best efforts to provide consistency in the location of recurring meetings and events but cannot guarantee the location will remain unchanged.

5.7 The Sanctuary is available for use by musical groups for practices and scheduled performances. For practices the sanctuary is rented on a per-event basis in four-hour increments. Use fees and final approval for scheduled performances will be handled on a case by case basis by St. Paul's staff according to the size and type of event requested.

5.8 Groups will be allocated meeting space suitable to their size as indicated on the Facilities Use Form. The number of individuals shall not exceed standards established by the Wyoming State Fire Marshall for the scheduled room of the event.

6 Guidelines for Usage of Campus Facilities

6.1 The primary facilities for use by outside groups and organizations will be the Fellowship Hall. Education rooms and Conference Room will also be made available for certain events subject to approval by church staff. Use of the St. Paul's campus and its facilities is restricted to the area approved and confirmed through the event scheduling process.

6.2 Choirs and other musical groups will be allocated meeting space appropriate and inline with their rehearsal needs. Any performance scheduled on the St. Paul's campus by any performing group will require valid proof that a performance copyright license has been obtained.

6.3 In order to ensure proper safety, children and students must not be left unsupervised while on church premises, inside or outside. Use of campus grounds for outdoor activities of any kind must also be approved through the use of the Facilities Use Form.

6.4 No signage, banners, flags, or advertisements of any type are to be displayed, attached, or hung from any wall, post, or beam, within or outside the property without prior request and approval through the Facilities Use Form. All approved signage must be removed at the end of the event or activity. All scenery and props must be freestanding.

6.5 No vehicles (cars, catering trucks, etc.) are allowed on any walkways.

6.6 All groups using the facilities and parking lot after 8:00 PM must show restraint regarding noise and activities.

6.7 Smoking is not permitted within the facilities. To comply with city building and fire codes and to protect facilities from serious damage, no open candles, open flames, oil based paint, flammable liquids, or fire producing chemicals will be used on the premises unless requested through the use of the Facilities Use Form and approved by church staff; such approval may include conditions with which strict compliance is required.

6.8 Animals are not allowed in St. Paul's facilities at any time unless the animal is a dedicated service animal. Intent to have animals (i.e. pony rides in the parking lot) must be indicated on the Facilities Use Form and approved by the Church Council.

Facility Use Form

St. Paul's Lutheran Church

218 East 19th Street, Cheyenne, WY 82001

307-632-9212 www.stpaulscheyenne.org splccheyenne@gmail.com



Name of Event Organizer/Contact: _____

Address: _____

Phone (day): _____ Phone (evening): _____

Email: _____

Check one: ☐ Member-Individual ☐ Member-Organization
 ☐ Non-member – Individual ☐ Non- member – Organization

Group name: _____

Description of event(s):

Dates needed, From: _____ To: _____ Start time: _____ End time: _____

If ongoing event, frequency: _____ Day(s) of Week: _____

Number of people attending: _____

Which church facilities are to be used?

Will the use of the Church facilities result in income or profits to the requestor(s) ? ☐ YES ☐ NO

Does the Event Organizer/contact person maintain liability insurance that is applicable to its activities and proposed use of Church facilities? ☐ YES ☐ NO

If yes, list the insurance carrier, policy number and insurance contact phone number.

Does the request include the availability of alcohol for the event? ☐ YES ☐ NO

Any additional requests or information for the event? Special equipment or other needs?

St. Paul's is not legally responsible for the misconduct of participants at an event that is not sponsored by St. Paul's or in direct connection with its ministries or worship services. Any Event Organizer or outside group will be responsible for the liability arising from the event. Events sponsored by companies or non-profits will show proof of liability insurance and, if required by St. Paul's, will name St. Paul's Lutheran Church as an additional insured. The Event Organizer's signature(s) below indicates an understanding of and agreement to be bound by the Church policies regarding the use of facilities, including but not limited to, the obligation to repair, clean, and/or replace church property damaged during the above mentioned event scheduled to be held on St. Paul's Lutheran Church property.

Event Organizer/Contact Signature: _____ Date: _____