



Saint Nicholas Lutheran Church
1450 Plum Point Road, Huntingtown, Maryland 20639, Phone: 410-257-5683
Building Use Statement

Saint Nicholas Lutheran Church was built to the glory of God. The church building is a tool for the congregation of Saint Nicholas to minister to the people of God. Use of the building by the congregation and the people of the community will serve to spread the gospel, reveal God's love and the good news to all who visit our place of worship.

Use of the building facilities will be open to all persons and organizations that are willing to sign and abide by the building use policy. Church facilities will NOT be open to persons or organizations that engage in any type of illegal activity OR whose actions do not serve to advance the ministries of Saint Nicholas as determined by the Building Use Coordinator, Saint Nicholas Lutheran Church Council or Saint Nicholas Lutheran Church Pastor.

Saint Nicholas organizations, committees, teams, and groups can use the building facilities free by scheduling events.

Members of Saint Nicholas Lutheran Church congregation and approved "member- hosted" organizations (those with a SNLC member acting as responsible person and attendee at all functions) that further the ministries of Saint Nicholas are welcome to use the church facilities. Saint Nicholas will accept donations to defray utility and janitorial costs and/or to advance the ministries of Saint Nicholas Lutheran Church.

All other organizations or individuals that wish to use the church facilities will be asked specifically to make a donation in keeping with the donation schedule current for building use. The donation is intended to cover expenses for heating, air conditioning, and maintenance. Any organization or individual that wishes to use the church facilities will be required to sign the "Building Policy" and a "Building Use Agreement" document. Saint Nicholas Lutheran Church Council, the Building Use Coordinator, or Saint Nicholas Lutheran Church Pastor must approve the organization's or person's use of the church facility.

Saint Nicholas Lutheran Church Office Administrator will coordinate the building use schedule on a central calendar. The Church Office Administrator will control the calendar entries making sure there are no conflicts with other activities at the Church. Worship activities will have precedence over other building use. If a scheduled activity conflicts with a worship activity, the Church Office Administrator will notify the scheduled activity of the conflict. Otherwise, the building will be scheduled on a first come, first served basis.

Members and approved member-hosted organizations can schedule the church facilities by contacting the church Secretary and giving the following information:

- Name of responsible person using building.
- Name of organization (if applicable).
- Telephone number of responsible person.
- Address of responsible person.
- Date of building use.
- Start and End time for building use.
- Area or rooms of the building that will be in use.
- Approximate number of persons at gathering.
- Purpose of gathering.
- A signed “Building Policy” document must be on file in the Church Office.
- If a key is required, the “Church Key Record & Agreement” form must be signed.

It is the responsibility of the person reserving the facility to verify the reservation when the information is given verbally. Any reservation that is made in writing will be confirmed in writing.

Other persons or organizations must complete and sign a “Building Use Agreement” as well as agreeing to and signing a “Building Policy” document. No other agreements, verbal or implied, will be binding on either party except by written amendment signed by the user and Saint Nicholas Lutheran Church. If a key is required, the “Church Key Record & Agreement” must be completed and signed.

Currently, Saint Nicholas Lutheran Church does not have the ability to offer catering services to persons or organizations using the facilities. However, outside catering can be used considering all “Building Policy” guidelines are met and the Church Office Administrator has approved the serving locations.

Saint Nicholas Council reserves the right to restrict or revise the use of the church facilities at any time without notice.

Saint Nicholas Lutheran Church - Building Policy

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We are delighted to be able to provide a facility that is a safe and comfortable for all who use it. Please enjoy these facilities in a safe and respectful manner. Saint Nicholas Lutheran Church congregation expects that you will treat our church home with the respect and dignity that a house of worship deserves. Therefore, it is expected that when you leave our church home it be in equal or better condition than you found it. Do not treat our home with less respect than you would show to your own home.

1. Follow the "Departure Check List" when your event is completed.
2. Saint Nicholas Lutheran Church is a smoke free building.
3. Reservations are required for building use. See "Building Use Statement" for an overview of the groups that Saint Nicholas can accommodate and the Church reservation contact.
4. Keys will be issued on an as-needed basis determined by the Church Office Administrator. A signed "Church Key Record & Agreement" must be completed.
5. Parking is only permitted in the gravel or paved parking area.
6. The individual designated as the "Responsible Person" on this form is accountable for the church use and property, including arranging, cleaning, fixing damage, and doing whatever it takes to restore the facilities to the same or better condition than it was found. (Saint Nicholas Lutheran Church will have cleaning supplies available for maintaining the church building.)
7. Any damage to the facility should be reported immediately to at least one person on the current Building Use Contact List.
8. If your event has left the building damaged or dirty the individual designated as the "Responsible Person" on this form will be contacted, and future use of the building will be revoked if the problem is not resolved.
9. Plan to bring and use your own kitchen towels so church towels are left clean for expected use.
10. If you find the facilities are in an unacceptable state when you arrive, please make a note and report your findings to the Church Office Administrator.
11. Do not exceed your reserved time.
12. Others may be using another part the building at the same time your event is taking place. Please be respectful of their needs.
13. If decorating, use only non-permanent methods. Do not use tacks or nails or anything that will leave a mark. Do not tape anything to the walls.
14. Church Office Administrator must approve food and beverage serving and consumption locations.
15. A cleaning deposit of \$100 may be required for building use.
16. Remove from church property all trash, leftover food, and supplies you brought with you.
17. There is no storage. Outside groups using the facility are not allowed to store materials or supplies in the church. Please remove all items brought for your event.
18. The church office is for church business only.
19. The phone is NOT for social or long distance calls.
20. The phone is for emergency use. If there is an emergency, dial 911. Notify the Pastor or Council President as soon as practical.
21. The Church Office Administrator can advise you on the people capacity of the room you will be using.
22. All activity shall be within applicable law.
23. Return key(s) by date designated on "Church Key Record & Agreement." Please use the numbers given at the top of this document.

Responsible Person

Signed: _____

Date: _____

SAINT NICHOLAS LUTHERAN CHURCH

1450 Plum Point Road, Huntingtown, MD 20639
410-257-5683

BUILDING USE SUGGESTED DONATION IN LIEU OF FEES

ROOMS TO BE USED

MEMBERS

NON-MEMBERS

ROOMS TO BE USED	MEMBERS	NON-MEMBERS
Nave	No Charge for Use; \$50.00 Minimum Custodial/Utility Donation	Suggested Donation \$500.00* \$50.00 Minimum Custodial/Utility Donation
Fellowship Hall & Kitchen	No Charge for Use; \$50.00 Minimum Custodial/Utility Donation	\$125.00 for Use; \$50.00 Minimum Custodial/Utility Donation
Classrooms	No charge for use; \$10.00/Per Classroom Custodial/Utility Donation	\$25.00/Classroom Use; \$10.00/Per Classroom Custodial/Utility Donation

Checks for all building use donations should be made payable in advance to "Saint Nicholas Lutheran Church."

The Building Use Coordinator, Council President or Pastor shall have the right to waive any or all of the above suggested donations depending on the circumstances involved and the nature of the intended use.

*Considering the length of time and/or nature of an event, the recommended donation may be changed at the pastor's discretion.

Saint Nicholas Lutheran Church
1450 Plum Point Road, Huntingtown, Maryland 20639
Phone: 410-257-5683
office@saintnicholaslutheran.org

**Building Use Contact List
2009**

For Health or Security Emergencies Dial 911

For Problems with Building Systems
(heat, air conditioning, electricity, water)

Contact: Harris Cooper (410) 586-1584

For other concerns and problems
Rev. Dr. Gregory Gaertner, Pastor (410) 495 0449

(or)

Ann Wolfgang, Council President (410) 286-7147

For Scheduling and Daytime Messages

Anna Kitzmiller, Office Administrator (410) 257-5683

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Departure Check List

- Return all tables, chairs and items used to the arrangement and position where found.
- Clean tables used.
- Make sure that all lights are turned off. Check all rooms including bathrooms.
- Return thermostats to their original settings.
- Pickup all trash from floors, including bathrooms.
- Remove from Church property all trash generated by your group.
- Remove all items brought to the building, including leftover food.
- Check to see that all water has been turned off.
- If the kitchen was used make sure all appliances are turned off, the refrigerator is closed, dishes washed, and all items are put away.
- Clean up any spills or messes.
- Return all cleaning supplies to their storage areas.
- Close all blinds.
- Close and lock all windows.
- Close and lock all outside doors.
- Make calls for problems and emergencies, using contacts listed on the current Building Use Contacts List.

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Building Use Agreement

Use of Saint Nicholas Lutheran Church facilities.

Date: _____ Organization: _____

Start Date & Time: _____ Through Date & Time: _____

We agree to donate to Saint Nicholas Lutheran Church the amount of:

for the use of the church facilities as detailed below for the purpose of : _____

We agree that all donations will reach Saint Nicholas Lutheran Church at 1450 Plum Point Road, Huntingtown, Maryland 20639 one week in advance of the use start date. If donations are not paid and cleared before the use start date, permission for the use of Saint Nicholas Lutheran Church facilities may be revoked.

Saint Nicholas Lutheran Church agrees to provide the church facilities as is. Donations will cover at least costs for air conditioning/heating, water, bathroom facilities, janitorial facilities and electricity. We agree to sign and abide by the "Building Policy" and "Departure Check List".

We also agree to hold Saint Nicholas Lutheran Church, congregational members, Church Council and church employees harmless and free of any claims of liability which may result from any injury or loss of property. We agree to accept full responsibility for any such claims from persons in attendance of our event. We agree to be liable for any damages or incident which may occur in connection with our event.

In consideration of the promised donations and signed agreements specified above, Saint Nicholas Lutheran Church will allow use of the following facilities:

The words "we" and "our" used in this document refer to:

Signed By: _____ Date: _____

Title: _____

Accepted Saint Nicholas Lutheran Church Office Administrator or Building Use Coordinator,

Signed By: _____ Date: _____

Title: _____

Saint Nicholas Lutheran Church

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Church Key Record & Agreement

Name: _____

Organization: _____

Phone

Home: _____ Work: _____

Cell: _____ Email: _____

Address: _____

Organization Purpose: _____

Day(s) and Time(s) of use: _____

Key issue date: _____ Expected return date: _____

Key issued by: _____ Title: _____

Key number or identifier: _____

I agree to abide by the guidelines set forth in the signed "Building Policy" and signed "Building Use Agreement" as applicable. I will surrender this key upon request of Saint Nicholas Lutheran Church. I will not make any copies of this key and will treat this key as confidential and sensitive property of Saint Nicholas Lutheran Church.

Print Name: _____

Signed: _____ Date: _____