

# Saint Nicholas Lutheran Church Building Use Policy



*“Growing and empowering disciples of Jesus Christ  
for the ministries of God’s work in the world.”*

**Saint Nicholas Lutheran Church  
1450 Plum Point Road  
Huntingtown, MD 20639  
410-257-5683**

[www.saintnicholaslutheran.org](http://www.saintnicholaslutheran.org)

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## 1 Introduction

### 1.1 Rationale

Saint Nicholas Lutheran Church (SNLC) 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 and reveal God's love and good news to all who visit our place of worship.

### 1.2 Maintenance of this Policy

This policy will be reviewed at least once every two years by the Council and kept in the Policies Binder in the church office. Questions and concerns regarding this policy should be directed to the Pastor/s, Council President, and/or Chair of Facilities and Property Committee.

## 2 Procedures

### 2.1 Building Users

Use of the building facilities will be open to all persons and organizations that are willing to sign and abide by the Building Use Agreement and have been granted approval by the Building Use Coordinator, the SNLC Council, or a SNLC Pastor. 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.

There are three distinct groups of building users:

- Saint Nicholas organizations, committees, teams, and groups to include Boy Scouts of America, Social Ministries and others the Council may designate
- Members of SNLC and approved member-hosted organizations (those with a SNLC member acting as the responsible person who is also in attendance at all functions)
- Any other non-member individual or organization
  - Requires the custodian or another church member present for security purposes

### 2.2 Building Use Donations

Donations for building use are based upon the type of user:

- Building use will be free of charge for Saint Nicholas organizations, committees, teams, and groups.
- SNLC will accept donations as posted to defray utility and janitorial costs and/or to advance the ministries of SNLC when members of SNLC and approved member-hosted organizations use the building (i.e. Boy Scouts).
- All other approved non-member individuals or organizations who wish to use the church facilities will be asked specifically to make a donation in accordance with the donation table below. The donation is intended to cover expenses for heating, air conditioning, and maintenance.
- See Appendix A for recommended Fee Structure.

## **2.3 Scheduling and Reserving the Building**

The SNLC Office Administrator will coordinate building use reservations on a central calendar and will ensure that no conflicts exist with scheduled events. Worship and ministry activities will always have precedence over other building use. If a scheduled activity conflicts with a worship or ministry activity, the Office Administrator will notify the person responsible for the activity. Otherwise, the building will be scheduled on a first come, first served basis.

- SNLC organizations, committees, teams, and groups can schedule building use by contacting the Office Administrator.
- All other individuals and organizations (member or non-member) can schedule the church facilities by checking building availability with the Office Administrator and completing and signing a Building Use Agreement. The Building Use Agreement and Church Key Record and Agreement (if applicable) must be on file in the church office. A copy of these forms will be provided to the person requesting the facilities. 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.

## **2.4 Catering**

Currently, SNLC does not have the ability to offer catering services to individuals or organizations using the facilities. However, outside catering may be obtained provided that all Building Use Agreement guidelines are met and the Office Administrator has approved the serving locations.

## **2.5 Departure Checklist and Contact List**

The Departure Checklist (Appendix A) and Building Use Contact List (Appendix B) will be attached to the signed copy of the Building Use Agreement.

## **2.6 Kitchen Use (Warming)**

Any SNLC organization, committee, team, or group that uses the kitchen must abide by the Kitchen Use Guidelines (Appendix C). The Kitchen Use Guidelines will be posted in the kitchen at all times.

## **2.7 Other**

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

Other than being identified as an event location, use of the church name (Saint Nicholas Lutheran Church) in affiliation with any activity not sponsored by the church but held on the church property or in the church buildings is to be requested by the organizers, presented to and approved by the Church Council.

# **3 Forms**



### 3.1 Building Use Agreement

This form is to be completed by the responsible person of any non-worship or non-ministry event that takes place in the SNLC building and must be on file at least one week prior to the start date of the event. Please check area/room availability with the Office Administrator prior to completing this form. The signed original will be kept on file in the church office; a copy will be provided to the responsible person as confirmation of building reservation. Your date is not firm until deposit and agreement are on file.

#### Building User Information

Name of Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Purpose of Gathering: \_\_\_\_\_

Date(s) and Time(s) of Use: \_\_\_\_\_

Area/Room(s) to be Used: \_\_\_\_\_

Approximate attendance: \_\_\_\_\_

#### Agreement

I/we agree to pay Saint Nicholas Lutheran Church the amount of \_\_\_\_\_ for the use of the church facilities as detailed above.

I/we agree that all fees and deposits 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 they are. Fees will defray costs for air conditioning/heating, water, bathroom facilities, janitorial service, and electricity. I/we agree to abide by the expectations spelled out in this document and to complete the Departure Check List and Church Key and Record Agreement (if applicable).

I/we 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. I/we agree to accept full responsibility for any such claims from persons in attendance of this event. I/we agree to be liable for any damages or incident which may occur in connection with this event.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Building Use Expectations

We are proud 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. The congregation of SNLC expects that you will treat our church home with the respect and dignity that a house of worship deserves. Therefore, it is expected that you abide by the following expectations during your event.

1. Complete all items on the Departure Check List prior to leaving the premises.
2. Saint Nicholas Lutheran Church facilities are smoke free. There is to be no smoking in the buildings.
3. Keys will be issued on an as-needed basis determined by the Church Office Administrator. A signed Church Key Record and Agreement must be completed.
4. Parking is only permitted in the gravel or paved parking area. Please do not park in the grass.
5. 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. SNLC will provide cleaning supplies to maintain the church building.
6. Any damage to the facility should be reported immediately to at least one person on the current Building Use Contact List.
7. If your event has left the building or grounds 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.
8. Plan to bring and use your own kitchen towels so church towels are left clean for expected use.
9. If you find the facilities in an unacceptable state when you arrive, please make a note and report your findings to the Church Office Administrator.
10. Limit your use of the building to the reserved time.
11. Others may be using another part the building at the same time your event is taking place. Please be respectful of their needs.
12. 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.
13. The Office Administrator must approve food and beverage serving and consumption locations.
14. A cleaning deposit of \$100 will be required for building use.
15. In lieu of the dumpster fee, remove all trash, leftover food, and supplies you brought with you from church property before you leave.
16. 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.
17. The church office is for church business only. The phone is for emergency use only. If there is an emergency, dial 911. Notify the Pastor or Council President as soon as is practical.
18. All activity shall be within applicable law.
19. Return key(s) by the date designated on Church Key Record and Agreement.
20. Smoking is limited to outdoor designated areas only.

### 3.2 Church Key and Record Agreement



Any individual or organization in need of a key to the SNLC building must complete and sign this form upon receipt of the key.

#### Building User Information

Name of Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Organization/Purpose: \_\_\_\_\_

Date(s) and Time(s) of Use: \_\_\_\_\_

Key Issue Date: \_\_\_\_\_

Expected Return Date: \_\_\_\_\_

Key Issue By (& Title): \_\_\_\_\_

Key # or Identifier: \_\_\_\_\_

#### Agreement

I agree to abide by the guidelines set forth in the signed Building Use Agreement. 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: \_\_\_\_\_



## Appendix A: Fee Structure

Checks for all building use fees should be made payable in advance to "Saint Nicholas Lutheran Church." Only the Council President or Pastor(s) has the right to waive any or all applicable fees depending on the circumstances involved and the nature of the intended use. Fees are subject to change at anytime without notice.

ROOMS TO BE USED	MEMBERS	NON-MEMBERS
Single Classroom	Gratis	\$25
Double Classroom	Gratis	\$50
Fellowship Hall	Gratis	\$75/4hrs + \$15/hr over
Warming Kitchen	Gratis	\$75/4hrs + \$15/hr over
North Wing Great Hall	Gratis	\$500/4 hrs + \$100/hr over
Nave	Gratis	\$500/4 hrs + \$100/hr over
Outside use to include access to bathrooms	Gratis	\$75/4hrs + \$15/hr over
Dumpster Fee	\$100	\$100
Custodial fee for all bldg use	\$20/hr	\$20/hr



## Appendix B: Departure Checklist

In accordance with the Building Use Agreement, any individuals or organizations approved to use the facilities at Saint Nicholas Lutheran Church must complete all items on this Departure Checklist prior to leaving the facility.

- \_\_\_\_\_ Clean up any spills or messes.
- \_\_\_\_\_ Pick up all trash from floors, including bathrooms.
- \_\_\_\_\_ Wipe off any tables that were used.
- \_\_\_\_\_ Return all tables, chairs, and items that were used to the arrangement and position where they were found.
- \_\_\_\_\_ Return thermostats to their original settings.
- \_\_\_\_\_ Check to see that all faucets have been turned off.
- \_\_\_\_\_ If the kitchen was used, make sure all appliances are turned off, the refrigerator doors are closed, all dishes are washed, and all items are put away.
- \_\_\_\_\_ Return all cleaning supplies to their storage areas.
- \_\_\_\_\_ Remove all items brought to the building, including leftover food.
- \_\_\_\_\_ In lieu of the dumpster fee, remove all trash generated by your group from the church property.
- \_\_\_\_\_ Close all blinds.
- \_\_\_\_\_ Make sure all lights are turned off. Check all rooms and bathrooms.
- \_\_\_\_\_ Lock all windows and outside doors.
- \_\_\_\_\_ Make any necessary calls to the Building Use Contact List for any problems or emergencies.

## Appendix C: Warming Kitchen Use Guidelines



The following guidelines outline expectations for kitchen use for all SNLC organizations, committees, teams, and groups. Please respect our church property and all those who will use the kitchen after you by following these guidelines.

### SUPPLIES

- ❑ Event planners (Members and Non-members) should bring their own supplies.
- ❑ If supplies are needed for routine congregational use (not special events), contact the Office Administrator.

### TRASH

- ❑ In lieu of a dumpster fee, event planners should have a trash committee to take trash generated by the activity to the county recycling centers after an event.
- ❑ Pick up all trash from floors.
- ❑ The yellow bin is for recycling glass, plastic, and cans. All items must be rinsed.
- ❑ Avoid putting liquids in the trash bags unless they are in tightly sealed containers.

### FOOD STORAGE

- ❑ Remove all items brought to the building, including leftover food.
- ❑ Do not leave any perishables in the kitchen. Give them away to event participants, take them with you, or take them to the dump. Event planners should keep a supply of plastic zippered bags on hand for this purpose.
- ❑ Do not leave behind open beverage or food containers, boxes, or bags.
- ❑ Items left for Sunday Morning Hospitality or Project ECHO should be labeled and dated.
- ❑ A roll of masking tape and markers are available for labeling.

### CLEAN UP

- ❑ Check to make sure that all faucets have been turned off.
- ❑ 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.
- ❑ Staff should wipe down the counter in their coffee area daily.
- ❑ Do not leave dirty dishes in the sink.
- ❑ You may safely turn on the dishwasher and leave the building.
- ❑ Take used dishcloths and towels with you to wash and return to the church.
- ❑ Return all cleaning supplies to their storage areas.