

St. Peter's Lutheran Church—Use of Facility and Items

BUILDING USE POLICY

St. Peter's restricts the use of the church facilities to congregational events, members' events, community services, and not-for-profit activities. Fundraising events are permissible only for St. Peter's Lutheran Church and other not-for-profit groups. For weddings at St. Peter's, please see the Wedding Policy.

Congregational members and groups will not be assessed a building usage fee, although they may sometimes choose to make a donation at their own discretion. Individuals and groups not affiliated with St. Peter's Lutheran Church may be assessed a building use fee of \$100 per event, payable at time of approval of building usage request. All requests are subject to approval and building availability. Members of St. Peter's will have priority in scheduling; beyond this, scheduling is first-come, first-serve. Events and their set-up may not overlap with the Sunday morning worship time and coffee hour.

To reserve the building for your event, please contact the church office at (315) 363-5211 and fill out the Request for Building Use form.

DO:

- **Return the facility to its original condition following the end of the activity.** A clean-up fee of \$50 will be assessed of the person signing the facility use contract if the building is not left in appropriate condition.
- **Carry your own liability insurance if you are organizing a non-St. Peter's event.** It is agreed that St. Peter's Lutheran Church, its officers, members, and pastors are hereby released from any legal responsibility and are harmless to any and all claims resulting from injury or death to any persons, or damage or destruction to any private property arising from said usage of the facilities of St. Peter's Lutheran Church, 4897 Old Oneida Road, Verona, NY 13478.
- **Use “sticky tack” on the walls if you plan to put something up.** “Sticky tack” is the sticky putty that can be removed without leaving a mark. Please do NOT use tape or pushpins.
- **If you wish, lock the doors once your entire group has arrived** (unless you are using the space for a party or other event that requires in-and-out access).

DON'T:

- **Use or serve alcohol or tobacco within the buildings.** The individual signing the contract for use of the facility will be responsible for proper supervision of the event and of any individuals attending, particularly underage children. Receptacles for cigarette butts are at the church doors.
- **Try to use the thermostat in the fellowship hall to control the air conditioning.** The fellowship hall does not have air conditioning at this time. Turning the temperature down will not make it any cooler during the summer. You may use the box fan found in the choir room and/or bring your own fans for additional cooling.

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REQUEST FOR BUILDING USE

Group making request: _____

Address: _____

Phone: _____

Contact individual: _____

Phone: _____

Date requested: _____ Times: _____

Circle one: One-time use Repeated use Frequency: _____

Reason for use: _____

Number participating: _____

Rooms requested: _____

Kitchen? Yes / No Sanctuary? Yes / No

I agree to abide by St. Peter's Building Use Policy, as it was presented to me today.

Signature of Authorized Person _____

For Church Review:

Date of request: _____ Date of review: _____

Approved? Yes / No Approved by _____

Building Use Fee \$100 Paid date _____ Waived _____

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BUILDING USE CHECKLIST

After your event has concluded, please complete this check list to avoid being assessed a cleanup fee.

___ All waste baskets and trash cans have been emptied and removed, trash has been bagged (using only the white bags found in the trash cans) and put in the shed by the driveway

___ All toilets have been flushed and water taps turned off

___ All windows have been closed and secured

___ All kitchen utensils have been cleaned and put away in their proper places

___ All controls on stove and oven have been turned completely OFF

___ All candles and other flammable objects have been extinguished and cleaned up

___ All tables and chairs in the fellowship hall have been returned to previous configuration (four 8-foot white tables placed together in center with 18 chairs around them)

___ All lights have been turned off

___ Thermostats have been returned to regular schedule, if they were changed

___ All doors locked

___ All “sticky tack” has been removed from the walls

Vacuum cleaner, dustpan and broom, and garbage bags are available in the small room between the men's and women's bathrooms.

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CHURCH ITEM BORROWING POLICY

The following items may be borrowed for a maximum of three days by members and regular attenders of St. Peter's:

- Wooden oblong tables
- Folding chairs
- Chafing dishes and chafing dish holders
- Coffee pots and urns
- Popcorn machine
- Other items as approved by council

To borrow items, please contact the church office at 363-5211 and fill out a Request to Borrow Items form.

DO:

Call the church office to reserve your items early. Priority for members is first-come, first-serve.

Return items in the same condition as they were borrowed.

Pick up and drop off items in a timely fashion, in accordance with the three-day limit.

DON'T:

Borrow the chairs and tables in the fellowship hall. Instead, please borrow the ones in the hallway and closet. The white plastic tables and blue metal-framed chairs may not leave the church premises at any time.

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REQUEST TO BORROW ITEMS

Member / attender making request: _____

Address: _____

Phone: _____

Date items were requested: _____

Date items are needed: _____ Time: _____

Date items will be returned: _____ Time: _____

Items requested: _____

Reason for use: _____

I agree to abide by St. Peter's Church Item Borrowing Policy, as it was presented to me today.

Signature of person making request _____

For Church Review:

Date of request: _____ Date of review: _____

Approved? Yes / No Approved by _____