

Immanuel Evangelical Lutheran Church
164 Hanover Street
Meriden, Connecticut 06451
GUIDELINES FOR USE OF THE BUILDING

The facilities of Immanuel Lutheran Church have been erected and are primarily maintained to bring honor and glory to God and for the use of the congregation, its members, committees and organizations. Although the facilities can be made available to other groups, it is understood that the needs of the congregation take precedence.

I. PROCEDURE FOR APPROVAL

Requests for the use of the building are to be submitted through the church office, the pastor, or the Property Committee. An "Application for Building Use" shall be filled out prior to approval. Approval for the use of the building shall be given by the Property Committee Chair or designee and, if deemed necessary, by the Church Council. An application shall be filled out prior to approval unless other arrangements have been made.

II. WHO MAY USE THE BUILDING

Any member of the congregation and legitimate non-profit organizations may use the building upon proper request and approval. If others wish to use the building special consideration will be given by each individual request.

Arrangements will be necessary for opening and securing the building. Outside groups may need to pay a person for this service. Unless other arrangements have been made, a responsible member of Immanuel should be present when the building is being used. The group is responsible for set-up and for turning off all lights, closing windows and arranging the room as found, and checking to see that the building is secure.

No keys are to be given to any outside group or groups unless special exemption is given by the church council.

III. WHEN THE BUILDING MAY BE USED

The building may be used any day of the week at times that do not conflict with the parish program at Immanuel. Scheduling is further contingent upon space available and the nature of the program to take place. Programs should normally end by 10:00 p.m.

IV. RULES REGARDING FOOD, DRINK, SMOKING, ETC.

No smoking is allowed in any part of the building.

Kitchen facilities are not normally available to groups outside the congregation. If kitchen privileges are desired, each case will be considered individually.

Members may use the facilities for parties and receptions at no set fee. Members are encouraged to review the donation guide and make an appropriate contribution to the general operating fund. Non-member usage will be according to a donation guide, unless waived in advance. Contributions are always welcome to help offset building expenses.

Outside groups will be asked to provide proof of insured liability coverage.

Alcoholic spirits and controlled substances are not allowed on the premises unless specific approval is granted by the Congregation Council.

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V. RULES AND REGULATIONS

Everyone using the facilities (members or non-members) should follow these rules:

1. Groups should remain in the designated area assigned for its meeting place. They are not to wander around in other parts of the building.
2. Should a group have permission to temporarily store their items, they should use only the space assigned.
3. Nothing may be taped, nailed or fastened to the walls.
4. Coffee and any refreshments needed should be brought by the group. The supplies at the church are not to be used. Perishables are not to be left at the church.
5. The area should be left clean and in good condition with chairs and tables left in the position they were found and dirt and trash picked up.
6. A responsible member of the group shall ensure that the checklist for cleaning up and securing the building is followed. The individual will sign and date the checklist. The form will be reviewed and kept on file in the church office.
7. If kitchen privileges are granted, a responsible member of the group shall ensure that the kitchen checklist for cleaning up is followed. The individual will sign and date the checklist. The form will be reviewed and kept on file in the church office.
8. Any damage to the building is to be reported to the church office immediately. The applicant accepts responsibility for any damage done.

VI. DONATION GUIDE

Hours	Donation
4 hours or less	\$100.00
More than 4 hours	\$200.00

If needed, a minimum cleaning donation of \$25 will be requested of the applicant.

Approved: 3/06

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APPLICATION FORM FOR BUILDING USE

1. Date application filed:
2. Name of Person or Group requesting use of building:
3. Type of organization, group, etc. with a detailed description:
4. Specific nature for use of building with planned activities described in detail:
5. Number of participants:
6. Date(s) and time(s) building is to be used:
7. Part(s) of building or property requested:
8. Are kitchen privileges requested? Yes _____ No _____ If yes, please describe.
9. Name, address and telephone number of applicant:
10. Name, Address & Telephone number of person in charge of group:
11. Proof of insured liability coverage
Yes _____ (Please provide certificate) _____ No

I, the undersigned, have read, completely understand, and will abide by Immanuel's "Guidelines For Use Of The Building". Notification of any changes in the information above are to be given to the church for review, a minimum of four days, prior to time requested. Applicant (person in charge) is responsible for checking lights, doors, heating system, appliances, etc. as well as for any damages to church property.

Signature of applicant

Date approved

Authorized Church Representative

Approved 11/03