

BUILDING USE POLICY

Westby Coon Prairie Lutheran Church

1. Westby Coon Prairie Lutheran Church is a house of worship. The buildings and grounds are tools for enhancing the ministry and witness of the congregation. Use of the facilities by groups whose goals and values are consistent with those of the congregation is to be encouraged as a means of making the church visible, and as an outreach to the community.
2. The Congregation Council shall establish a schedule of appropriate fees for use of the facilities. Fees may be adjusted or waived by the Pastor(s) if it is determined that use of the facilities by a particular group will enhance the ministry and mission of the congregation. Requests for usage of facilities will normally be approved at the discretion of the pastor(s), or, if they deem necessary, by the church council.
3. The programs of the congregation shall have first priority in the scheduling of events. The use of the building and facilities by members of the congregation and their families holds second priority. However, once an outside group is booked for a particular day and time, every effort will be made to avoid “bumping” the outside group from the calendar.
4. The use of church facilities for commercial purposes is discouraged, but may be allowed under special circumstances by approval of the Congregation Council.
5. Smoking and the serving of alcoholic beverages on the church premises are absolutely forbidden.
6. Groups using the facilities are expected to return them to the condition in which they were found, or be subject to an additional custodial fee. Groups leaving visible dirt or debris, or those that do not return tables, chairs, and other furnishings to their original set-ups will be subject to special custodial fees.
7. Groups using the facilities must secure the building according to the checklist accompanying this page.
8. Groups using the facilities and/or equipment on or off the premises will be billed for any damage done to the facilities and for any breakage of furnishings and equipment. Groups will also be billed for damage to surfaces caused by use of inappropriate fasteners or adhesives. No pins or nails are to be used on any wall, woodwork, or furnishing. No cellophane (“Scotch”) tape is to be used on any wall, woodwork, or furnishing other than on glass surfaces.
9. Birdseed, confetti, bubbles or other similar material will not be used inside the buildings. Rice will not be thrown anywhere on church property.

BUILDING SECURITY CHECKLIST

Westby Coon Prairie Lutheran Church

1. Make sure the area has been thoroughly cleaned.
 - All coffee pots emptied and rinsed out
 - All dishes washed, rinsed, dried and put away in proper places
 - All tables and countertops wiped clean
 - Tables and chairs returned to previous set-up
2. Have all electrical appliances been turned off?
 - burners on the coffeemaker
 - stove burners and ovens
 - any additional appliances used
 - PA system (if used)
3. Are all lights turned off?
 - in the sanctuary
 - in the education building (up and down)
 - in the south wing (offices, library, etc.)
 - in the rest rooms
 - in the lobby and coat areas
 - in Fellowship Hall and Kitchen
4. Are all entry doors locked?
 - entries to south wing
 - lobby entries
 - education building
 - north kitchen door

Note: Final exit should be from a door that does not require a key for exit (Main Street [east] door, north kitchen door).

WESTBY-COON PRAIRIE LUTHERAN CHURCH

GUIDELINES FOR USE OF CHURCH FACILITIES:

	<u>Member of Congregation</u>	<u>Non-Member</u>	<u>Profit-Making Organization</u>	<u>Non-Profit Organization</u>
SANCTUARY	\$ N/C	\$250	\$250	\$50
FELLOWSHIP HALL	N/C	\$250	\$250	\$30
MEETING ROOM	N/C	\$40	\$40	\$15
KITCHEN FOR SERVING (meal, not just coffee)	N/C	\$100	\$100	\$25

Saturday weddings after 6:00 p.m., add \$10.00 to custodial fee.

Fees for community organizations and groups may be waived by the pastor(s) or the Congregation Council if it is felt that their activities are contributing to the congregation's ministry to the community.

GENERAL POLICY STATEMENTS:

1. All arrangements must be cleared through Pastor(s), Church office and Church calendar.
2. Congregation members have priority for use of facilities.
3. Payments should be made to the Westby Coon Prairie General Fund in advance.