

# Building Use Policy

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<b>Effective Date:</b>	July 1, 2013
<b>Revision Date:</b>	
<b>Next Review Date:</b>	January 2015
<b>Approved By:</b>	CLC Council
<b>Contact Person (s):</b>	Laurie Magnus, Mark Turany, Brent Hoegh

**Purpose:**

To ensure proper use and care is given to the church building and property by outside groups.

**Policy:**

The church building will be open to all members of the congregation for fellowship, gatherings, family events, etc. A donation and deposit will be collected for use of the building and to ensure the building and property is left in good condition. Non-members of the congregation may not reserve or use the building and property.

Weddings taking place at the church are subject to the policies outlined in the Wedding Handbook available from the church office.

All service organizations and/or nonprofit organizations must be approved to use the building and property. Once approved, service organizations as long as they remain in good standing, do not need to be approved again. Organizations may use the building as long as the dates are reserved with the church secretary and are not in conflict with regular church functions. Dates will be noted on the church calendar. Donation and deposit are waived, however, organization will be charged if the building and property are not left in good condition and may not be allowed to use the building in the future.

The service organization must contact the church office at least once per year to register the group chair or leader's name, address, and phone number. At that time the group chair or leader will check out a key which is to be returned to the church office at the end of the year.

Any group, even those who are already approved, wanting to use the building and property for an event that is open to the public and/or is a fundraiser will be subject to approval by the church council and subject to donation and deposit.

Organizations, secret or open, which are admittedly religious or which practice forms of religion without confessing faith in the Triune God will not be permitted to use the building or premises of this congregation.

**Procedure Statements:**

1. Members of the congregation must reserve the building through the church office, event will be added to church calendar
2. A \$50.00 refundable deposit and a \$25.00 donation to the church will be collected at the time the key is received
3. The \$50.00 refundable deposit will be returned when the key is returned, pending satisfactory condition of the building & property after use

As of April 2013, Service Organizations approved to use the Building and Property:

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Cub Scouts of Byron

Girl Scouts of Byron

Women of Today, Byron Chapter

continued

Reference Table

<u>Requestor</u>	<u>Type</u>	<u>Donation &amp; Deposit</u>	<u>Council Approval</u>
Member	Meeting	Yes	No
Member	Fundraiser	Yes	Yes
Non Approved Organization	All	Not Applicable	Must seek approval before using the building
Approved Organization	Meeting	No	No
Approved Organization	Fundraiser	Yes	Yes
CLC Committee Event	All	No	No
Non-member	All	Not allowed	Not allowed
For Profit Organization	All	Not allowed	Not allowed

<b>Related References:</b>	
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