

# **The Use of Our Saviour's Lutheran Church Facilities**

## **Approved by the Parish Council January 2019**

### **A. Introduction**

1. Our Saviour's Lutheran Church (OSLC) recognizes that it can meet its mission by providing its physical facilities in support of other organizations and programs designed to serve the community. It is OSLC's commitment that all activities on its property be consistent with its vision and mission. It is important that the activities are compatible with the purposes for which the facilities were constructed. Our Saviour's wants to be good stewards of its facilities and equipment. The purpose of this policy is to provide guidance to request, schedule, use and maintain OSLC's facilities.

2. The Property Use Agreement document is to be used for occasional use, e.g., one-time or a few hours one day each week or month. Longer term and continuous use of the facilities requires an agreement that will be reviewed annually by the Hall Committee before 1 January. All groups entering into a Property Use Agreement with OSLC must provide proof of a minimum \$1M general liability insurance as outlined in the Property Use Application and Property Use Agreement.

3. The Wedding Policies and Procedures document of OSLC, provides guidance concerning scheduling, planning, and conducting weddings and receptions. Please consult this document for details.

4. Copies of OSLC's Property Use Application, Property Use Agreement and Wedding Policies and Procedures may be obtained from the church office or from OSLC's website at <http://www.oslcnorge.org>.

### **B. Priorities for Facilities Use**

1. The ministries of Our Saviour's take priority for the use of the facilities.

2. Since funerals are unplanned, the use of the facilities for funerals will be given priority. Scheduled events may be cancelled in order to accommodate a funeral.

### **C. Approval Process**

1. The OSLC's Church Council delegates the use of OSLC's facilities for members, and outside individuals and groups to the Hall Committee.

2. The OSLC's Church Council has delegated the approval of requests for occasional use, such as a "one time only" use or for a few hours one day each week or month, to the

Hall Committee. Longer term and continuous use of OSLC's facilities must be approved by OSLC's Church Council.

3. Approval for the use of Facilities of OSLC does not constitute or imply any endorsement by OSLC of the individuals, group or organization utilizing OSLC's facilities. Individuals, groups and organizations approved to use OSLC's facilities are not to advertise their use of OSLC's facilities in such a way as to imply any endorsement by OSLC. No activities, advocacy or solicitation may take place within the OSLC congregation or in its facilities that conflict with the practices of OSLC and the Evangelical Lutheran Church in America (ELCA).

#### **D. Procedure to Request Use of Facilities**

1. The individual or group requesting use of OSLC facilities shall:

a. Obtain and complete a Property Use Application and the Property Use Agreement from the church office or at OSLC's website:  
<http://www.oslc norge.org>.

b. Attach any additional information you believe that might be useful in helping in determining if OSLC can accommodate you or your group.

c. Return the Property Use Application, the Property Use Agreement and other required documentation to the church office. You will be notified of whether or not it is approved. While it is OSLC's intent that the review of Property Use Applications will be conducted in a prompt manner, within two weeks, it is the responsibility of the requesting individual to provide sufficient time in advance of the proposed use when submitting the Property Use Application for OSLC's review. The Hall Committee shall check the availability of the Facilities for the use requested. OSLC's first priority for use of its facilities is to congregational programs and membership needs. The Hall Committee shall review the requested use and approve or disapprove occasional use requests as appropriate. The Administrative Assistant will schedule the use if approved. Requests for long term and continuous use will be reviewed by the Hall Committee. Recommendation will be forwarded to the OSLC Church Council for final approval.

2. Fees will be mailed or delivered to the OSLC's Administrative Assistant. The Administrative Assistant will collect all fees and will maintain an executed copy the Property Use Agreement, or lease as the case may be, together with copies of all relevant information, including proof of insurance, on file in the church office.