

Daniels Lutheran Church Facility Usage Guidelines

The Daniels ELCA Fellowship Hall, Youth Activity Center, sanctuary, property and buildings are dedicated to the glory of God and the spreading of His Word.

These facilities are available for appropriate use by members of the congregation and community. Use of either facility is scheduled through: Eric Sigmon – Fellowship Hall; Gail Gilbert – Youth Center; Pastor Bost – other buildings/grounds. These individuals are appointed by the Church Council and Property Committee, which have final authority in all property matters. A coordinator will be appointed to serve as liaison between the Church and those using facilities. A master calendar for all facility usage and events is maintained on the church website at www.danielselca.org.

1. Daniels Fellowship Hall may be used for organized church activities, family gatherings, showers, receptions, etc. In scheduling non-church functions, every effort will be made to avoid conflicts; however, **use of these facilities for church-wide religious services, especially funerals shall take priority over other functions.** In the event of an unusual scheduling conflict, the pastor will work with families to resolve the conflict.
2. Members of Daniels may use the Fellowship Hall at no cost for **church functions.** (Church dinners and socials, LMM, WELCA, choir suppers, Bible School, wedding and baby showers for church members, wedding rehearsal dinner for church member, wedding reception for church member, Baptismal dinner and other occasions when the entire congregation is invited would constitute a **church function.**) However, the kitchen must be thoroughly cleaned and the dining hall and kitchen swept and mopped after each use. If not, then the member must make arrangements through the church to pay for cleaning the facility. The member is expected to return all tables and chairs to the storage closet after use.
3. Members of Daniels who use the Fellowship Hall for a **non-church wide function** will pay a **\$25 fee to offset utilities expenses.** (A class reunion, a family reunion, a birthday party or other such event where the entire congregation is not invited would constitute a **non-church wide function.**) Again, the member is expected to clean and mop the Fellowship Hall and kitchen and put tables and chairs in the storage closet after the function. If not then the member must make arrangements through the church to pay for cleaning of the facility.
4. **Non-member** use of Daniels Fellowship Hall requires council approval and **a fee of \$400 paid at the time of reservation with \$100 returned if in proper order at the time of inspection following event.**
5. The user is responsible for any damage to buildings and/or contents, and will be responsible for all costs above the \$100 deposit. The church will handle repairs.
6. All use of Daniels Fellowship Hall must be scheduled through Eric Sigmon. At that time, a Facility Usage Agreement Form must be filled out, signed and fees (if applicable) paid. This must be done before use of the facility. The Daniels Fellowship Hall Facility Usage Agreement Form may be accessed and printed from the following website: www.danielselca.org under "Publications".
7. Non-members must arrange with a church representative to gain access to the building and review the Facility Usage Agreement.
8. Report any breakage or damage to the pastor.
9. Paper products are provided for church functions only.
10. Kitchen utensils, plates, glasses, silverware, and table cloths are available for member use only. These should be washed and returned to their proper storage places after use. Dish towels and cloths should be taken home, washed, and promptly returned to their proper place. Table cloths should be properly washed and hung in the storage closet in the proper place.
11. The ice machine is available for all approved functions.

12. All unused, **perishable** food items must be removed or discarded prior to your leaving. Any non-perishable foods left in the refrigerator or freezer must be labeled with name and date. **Any out of date food items will be promptly discarded.**
13. Tables, appliances, floors, and bathrooms must be cleaned after using the dining hall. Bathrooms, kitchen, dining hall, and glass entry way must be swept. The dining hall and kitchen must also be mopped. Return tables and chairs to the storage closet.
14. All trash must be collected and removed from the premises.
15. If other rooms, such as Sunday School rooms, conference room, etc. are needed, permission must be granted and items or furniture put back in the proper place when finished. This will be noted on the Facility Usage Agreement Form.
16. Daniels Fellowship Hall may not be used for a "for-profit" function.
17. Decorations may not be attached to the ceiling or walls.
18. Lincoln County Fire Marshall regulations must be followed. Maximum occupancy is 175 if using tables and chairs; maximum occupancy is 260 if using chairs only; and maximum occupancy is 299 if standing only (no tables and chairs).
19. If reserving Fellowship Hall for a wedding reception or rehearsal dinner, you may have access to the facility one day prior to the event for decorating. Removal of decorations will take place immediately following the event.
20. **ABSOLUTELY NO ALCOHOLIC BEVERAGES ALLOWED ON CHURCH PROPERTY AT ANY TIME.**
21. **NO SMOKING AND/OR TOBACCO PRODUCT USE ALLOWED INSIDE THE BUILDING. Any tobacco use outside the building is strongly discouraged.**
22. The use of DJ's and live bands (other than Gospel Groups) will be prohibited. **These facilities are a part of God's House, and shall be treated with reverence and respect.** The use of appropriate background music may be allowed upon approval of the Music and Worship Committee.
23. Before leaving, please check the oven and burners to make sure controls are turned off. Make sure fans and faucets are turned off, and that all lights, both inside and outside are turned off. All doors must be locked before you leave.
24. **Non-members who use the Sanctuary** must pay a **non-returnable fee of \$200** at the time of reservation. Scheduling is done through Eric Sigmon in coordination with the pastor, and an application and Facility Usage Agreement Form must be filled out.
25. Furnishings in the Sanctuary may not be moved or removed without permission.
26. Bows, flowers, or ornaments may not be taped or tacked to pews, walls or woodwork.
27. Refer to the Guidelines for Altar Flowers in the church yearbook before placing flowers on the altar.
28. For a nominal fee, the church will provide all candles for the altar, candelabra, and aisle candleholders.
29. When the church has been decorated for the Advent and Christmas seasons, these decorations must be used for any services scheduled during those times of the church year.
30. Daniels Lutheran Church will **NOT** be held responsible for the loss of or damage to anyone's property or for accidents resulting in personal injury while on property owned by Daniels Lutheran Church.

Approved by Congregation Council on June 12, 2011