



Facility Use Document

Church Facilities Management

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INTRODUCTION

The mission of the Rockford Laestadian Lutheran Church is:

- To preach the gospel of repentance and remission of sins to the people of our community so that they might become partakers with us of the grace that God offers sin-fallen man in His Son Jesus Christ.
- To nurture and strengthen the faith of the believing and root our children in Christian faith in God's kingdom.
- To awaken and inspire Christian values and ethics, soberness of mind, love of homeland and responsible citizenship among the people of our nation.

In order to accomplish this mission, the Rockford Laestadian Lutheran Church arranges and holds services in our churches, in homes, in our community and broadcasts sermons via the internet. We teach and support the teaching of God's Word among children and youth. We also work with our sister congregations and support and work with our central organization the Laestadian Lutheran Church.

The Laestadian Lutheran Church recognizes that God's word teaches that marriage is between one man and one woman and that only the death of one partner can end the covenant of marriage. For this reason, we do not want to rent our facilities for ceremonies between same sex partners or those who have divorced.

Christian modesty is required for all forms of music, dress, and speech.

In any form, gambling, dancing, alcoholic beverages, and illegal drugs are prohibited on church property.

Meetings, parties, and activities that result in private financial gain will only be allowed where deemed appropriate by the Church Board and will be charged at a rate to be determined by the Church depending on the type of activity.

The facilities may not be used for any political campaign on behalf of any candidate for public office. Political parties may not attach or display political advertising on any part of the church property.

The Rockford Laestadian Lutheran Church is a busy place. Building use activities fall under the jurisdiction of the Board of Trustees.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place at our facility that conflicts with the practices of this congregation.

In case of uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the



Church Board or their delegated representative shall decide the matter and all individuals and groups shall abide by their directions or forfeit immediately the use of any part of the facility.

General Overview

Purpose of the Facility Use Document:

This document is a set of guidelines and expectations for any party requesting to use the facility for a non-church sponsored activity. It is intended to identify the priorities of use, administrative details, procedures for requesting the use of the church. This document defines a suggested fee schedule for the use of the facility. Examples of church sponsored events are services, congregation meetings, committee meetings / gatherings, haps events, congregation fundraisers, etc. Examples of non-church sponsored events are weddings, funerals and family gatherings.

Rockford Laestadian Lutheran church is a busy place. The availability of the church is limited and requires compliance with the church policy and associated rules. The church is available to members and non-members, as defined below.

Use of the church by members: Members include believers from any Laestadian Lutheran Church (LLC) congregation or sister organization's congregation.

Use of the church by non-members: The RLLC Board of Trustees will consider use of the church by non-members on a case-by-case basis. Sacred Acts for non-members must be officiated by a pastor of the LLC or its sister organizations. The Board of Trustees will appoint a member of the congregation to be on the premises during the activity. A non-member shall meet with a board member or pastor to discuss and arrange the event.

Priorities for Use

- Rockford Laestadian Lutheran Church (RLLC) regularly scheduled services, activities, and meetings.
- Laestadian Lutheran Church (LLC) sponsored activities.
- Activities and meetings of members of the Laestadian Lutheran Church (LLC).
- Community non-profit organizations and other religious groups.
- Other groups and organizations.
- Or as determined by the RLLC Board of Trustees.



Administrative Guidelines:

Before scheduling an activity, a request for such space shall be made to the designated church scheduler for the Rockford Laestadian Lutheran Church and/or the Board of Trustees. After approval events will be recorded on the Church Calendar.

Organizations, groups, or individuals not a part of the Rockford Laestadian Lutheran Church shall submit their requests for space in writing to the Rockford Laestadian Lutheran Church Board.

All fees need to be paid through the Church Office at the time the event is approved unless other arrangements are made with the church scheduler or the Board of Trustees. All payments shall be made payable to the Rockford Laestadian Lutheran Church.

If this general policy, as approved by the Church, does not provide the specific guidelines needed, and there is no appropriate precedent to cover a specific case, the RLLC Board shall make a decision on each individual case.

Reservation Procedure

Steps to Schedule and Reserve the Church

1. Complete inserted form, and contact Church Scheduler at RLLCscheduling@gmail.com.
2. Confirm dates of your reservation.
3. Review and agree to rules and guidelines for church rental.



Facility Use Policy

GENERAL USE

1. The Church Board of Directors in keeping with this policy shall determine the use of the Rockford Laestadian Lutheran Church facility and property. All fees, terms, and conditions are subject to adjustment on a case-by-case basis.
2. The sanctuary may be used only for worship, weddings, funerals and such occasions as are appropriate to worship space.
3. Use of the Rockford Laestadian Lutheran Church shall conform to fire and safety ordinances.
4. The person in charge of an anticipated activity shall read the facility use documents. Reserving the facility will be on a first-come, first-served basis. Plans for an anticipated activity should not be fully developed or announced until permission is given and the activity is recorded on the master calendar.
5. All individuals who have access to the church facilities are to respect other people's property by not disturbing the room setup. This includes pictures, chalkboards, decorations, supplies, audiovisual equipment, coffee pots, etc.
6. Any damage to the church facility or property resulting from misuse by persons or groups will be the responsibility of the person who reserved the facility.
7. A member of the Rockford Laestadian Lutheran Church will be assigned by the Board as the Church Coordinator for the event and be available to assist and instruct the group using the facility as needed.
8. A Service Director of the Rockford Laestadian Lutheran Church shall be present during the event and is responsible for building security, the sound system, the use of the heating and air conditioning, lights, fire alarm system, and know how to operate the fire suppression equipment.



Facility Use Rules

1. The church facilities may only be used between the hours of 8:00 a.m. and 11:00 p.m. unless otherwise approved.
2. The sound system in the church has been professionally designed and installed. The system may be operated by a service director. No additions or changes to the sound system shall be made under any circumstances.
3. The organists and/or pianists shall be approved or appointed members of the Laestadian Lutheran Church or sister organization congregations. All music should be in Christian taste and in harmony with our faith. Music that is not in the church hymnal may be used if it is carefully selected and in good taste.
4. All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. Smoking is permitted in the designated area outside near the front of the garage
5. The person responsible for a function needs to be an adult over the age of 21. This responsible person needs to be present for the duration of the function and shall be responsible for maintaining all rules and policies. During meetings or practices, an adult needs to oversee the use of facilities and buildings.
6. No food or drinks except water are permitted in the Sanctuary.
7. Children and teens shall have adult supervision.
8. Children shall not be allowed to run free throughout the church buildings or sanctuary and parking lots.
9. Unless used as personal transportation, the use of bicycles, rollerblades, roller skates, rip sticks, skate boards and wheeled shoes etc. on the church property is prohibited.
10. No temporary structure will be built within the facility without the approval of the Church Board.
11. The attachment of decorations and other materials to walls shall be done only with the consent of the Church Coordinator. Tacks, nails, wire, tape, or other materials likely to damage finished surfaces should be avoided.
12. No equipment or furnishings in Rockford Laestadian Lutheran Church are to be removed from the building for personal use.
13. Church office equipment is restricted and is for Church use only.
14. Any equipment brought in from an outside source (such as tables, chairs, electronic equipment, etc.) should be removed at the conclusion of the event.



15. The building shall be left in the proper condition for the next group. Cleaning of space used and bathrooms should be completed. All materials and equipment will be returned to designated locations at the end of each activity.
16. All food items and trash should be properly disposed of at the end of an activity; any spills are to be wiped up immediately. A report of spillage or damage should be made to the Church Coordinator as soon as practical.
17. No clothes, towels, sports equipment, shoes, or other personal items shall be stored in the church facilities. If items are left in the building, they will be disposed of after two weeks. Rockford Laestadian Lutheran Church is not responsible for damaged, lost, or stolen personal items.
18. Cleaning of the facility (both before and after), for a private event is the responsibility of the reserving party.
19. If you use the any portion of the facility, please refer to the Facility Use Checklist.
20. If you use only the kitchen please refer to the Kitchen Checklist.
21. The pulpit is to remain on the chancel at all times, however it can be moved to the front or rear of chancel as desired. Do not slide the pulpit, but rather carefully lift and move as necessary.



Members Suggested Fee Schedule:

<u>Description</u>	<u>Amount</u>
Sanctuary	\$200
Kitchen	\$250
Dining Hall	\$200
Entire Facility	\$300

Table One: Schedule of Fees

- *Non Members should contact the church scheduler for fee information.*
- *Additional fees may apply for hired staff*