

BUILDING USE POLICY

Zion Lutheran Church

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Although it is our desire to make available our facilities to others in our community, the facilities of Zion Lutheran Church are dedicated to the mission and ministry of Jesus Christ and their use must not be contrary to that purpose. Therefore, any use of these facilities shall be in compliance with that mission and the constitution and bylaws, (chapter 3 and 4), of Zion Lutheran Church.

The facilities that are available to outside group use are as follows:

- THE CONFERENCE ROOM (Located between the Fellowship Hall and the church office.)
- THE FELLOWSHIP HALL and KITCHEN

NOTE: *The Sanctuary and Classrooms shall not be used by outside groups unless the Building Use Committee (Executive Committee) grants special permission.*

- Congregational use of the facilities shall take precedence over all other use. A *two week* notice shall be given to the scheduled groups if there is a conflict and another part of the facility will be made available if possible.

Building Use and Fees are as follows for these designated groups:

Zion Church Members:

A member is anyone on the active membership roster of Zion Lutheran Church. A donation is requested to cover heating/air conditioning utilities costs and wear and tear on facility. The usage does not include using facilities for personal business or corporate use.

Conference Room – Donation

Fellowship Hall/Kitchen - Donation

Zion Church Supported/Affiliated Organizations:

These organizations are groups that are supported by our church and may include members of Zion Lutheran Church, or groups affiliated with the Evangelical Lutheran Church in America.

Conference Room – Donation

Fellowship Hall – Donation

Service Organizations:

Service organizations will be a reduced fee. These include such organizations as: civic groups, schools, hospitals, nursing homes, and other Christian groups (upon approval).

-Organizations that are **not considered** “service organizations” are political parties, fraternal insurance companies, and business (profit or non-profit).

Conference Room

Half Day - \$25.00

Full Day - \$50.00

Fellowship Hall

Half Day - \$150.00

Full Day - \$250.00

Non-Member/Commercial Use:

This facility use must be approved by the Building Use Committee.

Conference Room

Half Day - \$50.00

Full Day - \$100.00

Fellowship Hall

Half Day - \$300.00

Full Day - \$500.00

Fees for any specific group use may be waived or reduced only in exceptional circumstances, by the Building Use Committee.

The Zion Lutheran Congregation Council shall approve any long-term use “recurring event over a period of three or more months” of the facilities by a two-third majority vote.

In any facility use, the following apply:

- 1) Deposit for usage at time of reservation (50% of fee, refundable up to 30 days before scheduled event, non-refundable thereafter).
- 2) Fellowship Hall Set-up (tables/chairs) optional for an additional \$25 fee.
- 3) Fellowship Hall Take-down (tables/chairs) optional for an additional \$25 fee.

GENERAL INFORMATION AND INSTRUCTIONS FOR ZION FACILITY USE

General Instructions:

- *Reservations:* A letter or fax must be submitted to the Office Administrator at least two weeks in advance in order to reserve the date and space desired.
- There will be **NO SMOKING** in any of the church buildings.
- *Dispose of all trash* in the outside dumpster located in the church parking lot. Clean up any spills immediately.
- If applicant damages the premises, they will be expected to pay for the cost of repairs.
- Zion Lutheran Church, the Council, the members are **NOT RESPONSIBLE** for accidents or injury incurred on the church property during these functions.

Special Instructions:

- All *set-up* and *take down* requirements are *the responsibility of the users*, not the Zion Lutheran staff or custodians unless otherwise specified. If you have need of our PA system, contact the church office. ***Please, return the room to the way you found it.***
- Make sure all lights are turned off when leaving.
- Return all thermostats to their settings as indicated above each thermostat.
- Make sure all windows are closed and locked.
- Nails, tape, or other fasteners may NOT be put into or onto the walls.
- Decorations must be approved by the Church Office and removed when leaving.
- Alcoholic Beverages are not permitted in any of the church facilities.
- If you have small children or youth, the children must be supervised by an adult.
- Overnight events are permitted in the Fellowship Hall. A letter must be submitted to the Building Use Committee.
- Do not block the fire exits in any facility used.
- Commercial outside users of the facilities must provide the church office with a certificate of insurance.

PLEASE REMEMBER THAT THE CONGREGATION OF ZION LUTHERAN CHURCH IS PROVIDING THESE FACILITIES TO YOU AS A SERVICE. PLEASE RESPECT THEM AND RETURN THINGS TO THE WAY YOU FOUND THEM. THANK YOU.

**ZION LUTHERAN CHURCH
FACILITY USE APPLICATION**

Member/Organization: _____

Purpose: _____

Date & Hours Requested: _____

Room Requested _____

Fellowship Hall Set-up/take-down requested (\$25 fee either for table/chair set-up, and/or take down):

Yes _____

No _____

I have read the general information and special instructions pertaining to Zion Lutheran Church facility usage and abide by these conditions.

Signature

Date

Deposit \$ _____ attached. Total Fee \$ _____