

FACILITY USE HANDBOOK
Holy Cross Lutheran Church
General Use of Church Facilities

These policies apply to use of all Holy Cross Lutheran Church facilities by church members, community groups, and other organizations. *These policies supersede all previous policies and agreements for use of church facilities.* Use of church facilities will be administered by the Administrative Assistant following approved guidelines.

The general policy of Holy Cross Lutheran Church permits the use of church facilities by members, community groups, and organizations whose objectives are consistent with the mission of Holy Cross Lutheran Church. **Holy Cross Mission:** Celebrate grace, grow in faith and make a difference for God. **Holy Cross Vision:** Holy Cross is a community of believers dedicated to building deeply caring intergenerational relationships. We empower all members – families, youth, and individuals – to participate fully in a Christ centered life through worship, fellowship, study and service.

All groups will be charged the fee listed in the fee schedule, unless waived by the Holy Cross executive board. All business use requests will require executive board or facility use committee approval. Exceptions to the fee schedule include the outreach organizations currently using Holy Cross facilities: Boy Scout Troop #28, Cub Scouts, Girl Scout Troop #4022, SAA, AA, Al-Anon, LSS Senior Companions, Community Connection, Essentia Hospice Grief Support Group, Lake Superior Conference Pastor's Group and AEOA Senior Nutrition program.

General Building Use Policies

- A "Facility Reservation" form, shall be filled out and signed by the authorized group contact person, and submitted to the Administrative Assistant before confirmation of church use. For groups with ongoing requests, a new form must be submitted at the start of each calendar year and whenever there is a change in the contact person. The contact person shall be present for the duration of the meeting or event and agrees, on behalf of the group or organization, to be responsible for any damage incurred.
- The "Facility Reservation" form is the last page of this handbook. Copies of this book can be found in the narthex kiosk and church office. Paperwork and payment must be received in the church office two weeks prior to the event.
- Use of church facilities will be scheduled to avoid conflict with ongoing church activities. All church related functions will have priority.
- Upon approval of the "Facility Reservation" form and payment fees received, the Administrative Assistant will list the event on the church website calendar and on the office calendar.

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- All groups using church facilities will be responsible for their own clean up. All items brought into the church for use during the event must be removed from the building promptly, as we do not have space to store them.
- Possession/consumption of drugs or alcohol is not allowed inside the building or on church grounds.
- No smoking is allowed inside the building. Smoking is only permitted in outside designated smoking area.
- No candles are allowed except during worship services held within the sanctuary.
- Tape or pins cannot be used on walls, ceilings, or sanctuary pews. Please use poster putty if placing items on the walls.
- All groups providing food or beverages for their event must supply their own food, coffee, sweeteners, creamers, beverages, napkins, disposable plates, cups and utensils.
- The Fireside Room and Sanctuary are for church member use only and are off limits to all groups using the church facilities.
- Wedding guidelines and service planning have separate guidelines and are handled through the church office.
- Funeral guidelines and services are handled through the church office.

Key/Keys Policy

The authorized contact person for the organization/event will be issued a key by the Administrative Assistant. Keys are to be returned to the Administrative Assistant following the event. Keys are not to be loaned or duplicated.

A key may be issued to a single authorized person for organizations with ongoing church use. When authorized contact changes, the key is to be returned to the Holy Cross Administrative Assistant. A new key will be issued to the new contact person upon receipt of the old key.

Please notify the Administrative Assistant promptly if the issued key is lost. A fee of \$5.00 will be charged for a replacement key.

Please return keys to Administrative Assistant when they are no longer needed.

The outside door key opens the side entrance door under the covered walkway into the church. To open the door, turn the key clockwise in the lock. To lock the door, turn the key counter clockwise. Make sure the doors are locked by pulling on the handles before leaving church property.

Heating/cooling rooms

Room heating thermostats are located in each room. They may be turned up to 70 degrees during your event, but must be turned back to 60 degrees before leaving the church.

Summer time cooling is available in the narthex. Controls for the air conditioning are found mounted on the wall to the right of the unit in the narthex. If this unit is used during your event, make sure it is turned off before you leave the church.

Use of Church Equipment

No church owned equipment may be removed from the church for personal or community use, unless approved in advance by the Administrative Assistant.

Please return all equipment/items used during an event to the original location.

Kitchen Use

If kitchen use is requested on the Holy Cross Facility Reservation Form, and appropriate fees are paid, additional kitchen policies are as follows:

- User will be issued keys for access to the kitchen as well as designated cabinet drawers and doors only. Items in the cabinet drawers and doors that are not locked are available for use. There are some cabinet drawers and doors, refrigerators, etc, which are locked and which you are not provided keys for. These are not available for your use. Do not try to force the locks on these.
- No kitchen equipment may be removed for personal or community use.
- Please supply your own food, coffee, sweeteners and creamers, beverages, napkins, disposable plates, cups and utensils. Use of our washable plates, cups and utensils is permitted.
- Everything you use of ours must be washed at the end of your event. Our kitchen is a State of Minnesota inspected facility, therefore, all church items you use must be washed in our high temperature dishwasher, air dried properly, and returned to their storage area.
- All counters, stove and table tops must be cleaned with the bleach solution that is located under the double kitchen sink.
- All unused food items must be removed from the refrigerators at the close of the event. If you have made arrangements to donate these to the church, they may remain in the refrigerator.
- Nothing is to be left on the counters, in the sinks or in the dishwasher.

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- All garbage from your event must be placed in the garbage bags we provide for your use, and placed next to the recycle bin in the hallway next to the kitchen after your event. Extra bags are in the utility room located behind the kitchen.
- All cabinet drawers, doors as well as the kitchen must be locked when you are finished.
- A broom, pail and mop for your use, if needed, are located in the utility room behind the kitchen.
- Instructions for the coffee maker and dishwasher are provided in your packet of information.

End of Facility Use Checklist

The contact person for each group is responsible for ensuring that the following activities are completed.

- Rooms are left in the same condition and configuration as found. In the fellowship hall, return tables and chairs to the proper placement as indicated by the tape on the floor.
- If table cloths were used, make sure they are clean and dry. If you removed table cloths from any tables, please put them back.
- Utilize designated recycling containers. There are containers for recyclables in the hallway next to the kitchen off the fellowship hall.
- Put new garbage bags in garbage cans that were emptied. Extra bags should be in the bottom of each can. Other bags may be found in the utility room behind the kitchen.
- Make certain all faucets and stove and ovens are turned off in the kitchen.
- Turn off all lights.
- Check all bathrooms to ensure the lights are off, toilets are not running and no one is in there.
- Turn off all coffee heating elements and coffee pot stands.
- Lock and close all exterior doors making sure they are latched.
- Make certain all windows are closed and locked.
- Before leaving make certain there is no one else in the building.

Certificate of Insurance

All outside groups using Holy Cross facilities for business purposes require a certificate of insurance as proof that they have adequate liability coverage at a minimum of one million dollars per occurrence and medical expense coverage. Holy Cross should be named as an “additional insured” on the policy.

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Fee Schedule

To help defray operating costs, fees will be charged to all groups according to the following fees:

Kitchen with use of Appliances	\$ 50.00, with \$100 refundable damage deposit
Fellowship Hall only	\$ 75.00, with \$100 refundable damage deposit
Narthex	\$ 50.00, with \$100 refundable damage deposit
Downstairs Classroom	\$ 25.00