

## **FACILITIES USAGE POLICIES AND PROCEDURES**

Good Shepherd Lutheran Church  
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### **A. INTRODUCTION**

At Good Shepherd Lutheran Church (GSLC) we strive to be a place of hospitality – warmly welcoming and serving the needs of those who arrive at our doorway. We believe it is our calling and our privilege to provide a place for worship, fellowship, learning, healing and connecting with others. This document implements the policies and procedures by which events of the church and community are to be scheduled and coordinated so as to assure a successful outcome for all parties involved.

### **B. GENERAL POLICIES AND PROCEDURES.**

This section provides blanket information pertaining to facility use at Good Shepherd Lutheran Church. Additional policies and procedures related to specific types of events are covered in the appropriate Appendices to this document.

#### **1. SCHEDULING EVENTS ON THE MASTER CALENDAR**

The church office of GSLC maintains a Master Calendar containing all scheduled events at the church. Meetings and other events, both of/by GSLC and those not sponsored by GSLC, should be scheduled in sufficient advance of the event date so as not to cause scheduling conflicts with others requiring use of the facility.

Please contact the church office by phone 301-869-1780, or by e.mail to [office@goserve.net](mailto:office@goserve.net) to coordinate the scheduling of an event on the Master Calendar. Your request will be forwarded to the appropriate staff person for reply and may require further consideration by the church administrative staff and/or the pastors.

#### **2. CANCELLATION OF EVENTS**

GSLC reserves the right to cancel meetings and events which have been previously reserved on the Master Calendar in the event of special circumstances or other priority needs of the church. From time to time an unexpected event, such as a special meeting of the congregation or a special fellowship or worship event, may require use of the church which displaces another facility user. Such an event may also require the need to ensure ample parking in our parking lot for those attending a church-sponsored activity. Every effort will be made to avoid cancellation of a previously-scheduled activity; however, in the event that cancellation is unavoidable, GSLC will attempt to notify facility users as soon as possible. An alternate meeting date/time may be arranged or, for paying users of the facility, a reduction in the facilities usage fee may be negotiated with the Business Manager of GSLC.

If circumstances require the need by the person or group who reserved the facility to cancel an event, notification should be made with the church office during normal working hours so that the necessary adjustments may be made.

The payment of facilities usage fees may still be required unless the circumstances necessitating the cancellation by the facility users are exceptional and unavoidable. An example may include cancellation due to severe weather conditions. A determination of the amount that may be due will be made by church personnel based on each individual set of circumstances.

### **3. AVAILABLE VENUES AT GSLC**

GSLC makes available the following venues in which to schedule an event:

- Sanctuary (seating for up to 500)
- Shepherds Hall (multi-purpose fellowship room)
- Kitchen (commercial appliances available) (\*see note)
- Classroom space (maximum seating capacity of 25)
- 1-Larger Classroom w/ small kitchenette (maximum seating capacity of 45)

\*GSLC is mandated by the State of MD to require persons preparing, handling and serving food in our facility to be appropriately certified/licensed.

### **4. AVAILABLE FACILITIES SUPPORT SERVICES AT GSLC**

GSLC may make available the following additional services in support of a scheduled event:

- Sound/Video/Special Lighting and Recording
- Conditional use of Mason & Hamlin Sanctuary Grand Piano
- Rental of fellowship tables/chairs
- Special set-up/take down of tables/chairs
- Reproduction of uncopyrighted materials such as programs and bulletins
- Special custodial services (required for certain events)
- Wedding Liaison (required for weddings)
- Onsite church liaison (as required by the church for some events)
- Kitchen service liaison (as required by the church for some events)

### **5. FEE SCHEDULE AND PAYMENT OF FEES**

GSLC has established a fee schedule for the rental of its facilities and support services. Facilities usage fees help to support the mission of the church and to defray the expenses associated with the operation of the facility during scheduled events. **The Fee Schedule is provided as Appendix 1. In general, venue and support services fees must be made payable to Good Shepherd Lutheran Church and received by the church 2 weeks prior to the date of the event.**

### **6. FACILITIES USAGE AGREEMENT FORM**

Individuals or groups requesting use of the facility must complete a Facilities Usage Agreement Form. This will document important information regarding the event and an understanding of the mutual expectations and needs of GSLC and the facility user. **The Facilities Usage Agreement Form is provided as Appendix 2.**

## **7. TYPES OF EVENTS HELD AT GSLC**

GSLC serves as a host site for a variety of events. Beyond its own church-sponsored events (worship, fellowship, youth, committee and ministry group meetings, bible study and education, music rehearsals), GSLC makes its facility available for the following types of events:

- Weddings
- Funerals and Memorial Services
- Support Groups such as 12-Step Recovery Groups/AA
- Music Recitals
- Learning Programs
- Conferences and workshops

Appended to this policy and procedures document are the following guides which contain useful information customized to these particular events.

- **Appendix 3 - Wedding Guide**
- **Appendix 4 - Funeral/Memorial Services Guide**
- **Appendix 5 - Building Use Guide for 12-step AA support group meetings**
- **Appendix 6 - Building Use Guide for Recital and Concert Performances**

## **8. LIABILITY PROTECTION**

GSLC strives to provide a safe and secure facility for all of our guests and visitors. Likewise, it is our expectation that facility users and their guests will be respectful and considerate of our facility. In this regard, the following policies apply:

- a. Those using GSLC facilities agree to release, protect, defend, indemnify and hold harmless GSLC and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of GSLC facilities.
- b. In the event of damage to GSLC property by the facility user and/or their guests or visitors, the facility user and/or the guests or visitors responsible for the damage shall accept responsibility to cover the cost of repair and/or replacement as estimated or determined by GSLC and shall reimburse GSLC for such repair and/or replacement costs upon demand.
- c. Those using GSLC facilities for events in support of a for-profit entity must furnish to GSLC, upon approval of the scheduling of an event at GSLC, a certificate of comprehensive general liability insurance coverage with a combined single limit of not less \$1,000,000.

**9. ADDITIONAL PROPERTY RESTRICTIONS**

The following additional restrictions apply and are implemented as an additional safeguard against property damage or loss and to regulate use of the facility by only those designated as principal facility users.

- a. Persons using GSLC facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
- b. Access to the facility for rehearsals, pre-event setup or other needs must be arranged with the church office and will be subject to availability of the premises and available storage and/or setup space.
- c. Users may not take tables and/or chairs or other items from other rooms or areas of the facility unless agreed upon and arranged for in accordance with the Facilities Usage Agreement.
- d. Musical instruments and sound equipment of the church may not be used or moved without the direct consent of the GSLC Director of Music and unless agreed upon and arranged for in accordance with the Facilities Usage Agreement. Requests for use of the concert grand piano or pipe organ will be considered for music recitals and concerts. An additional fee for use and/or professional tuning of the instrument will apply.
- e. The transfer or passing on by any facility user(s) of permission to use GSLC facilities to any other person(s) or parties is strictly prohibited.

**10. PARKING**

There are many activities being held at GSLC throughout the week and consideration should always be given to those with the need for handicapped and other reserved parking. Also, we do not allow parking along fire curbs which are clearly marked with yellow paint or in areas otherwise marked as no parking zones which may adversely impact traffic flow in and out of the parking lot, especially that of emergency response vehicles. A limited number of parking spaces in our parking lot may require visitors to make use of overflow parking at the Walnut Hill Shopping Center and/or Rosemont Elementary School during certain days/times at a short walking distance from the church.

**11. ACCESS TO THE BUILDING/BUILDING SECURITY**

We rely upon the users of our facility to be watchful of individuals in and around the building and to report any suspicious activity to the local police department and/or the church office. Access to the building must be prearranged with the church office so that our automated system may be programmed in advance of the date of the event. In some cases, it may also be required for the church office to arrange for personnel to be onsite for certain events.

**12. ATTENDING TO CHILDREN**

From time to time, adults will bring their children with them to adult meetings. We do not allow children under the age of 15 to be left on their own in any other place inside or outside of the church, including inside vehicles parked on our lot, while their adult attends a meeting. We do not believe it is ever a good idea to leave a child unattended, no matter how well-behaved and mature the child may seem. This is an unsafe practice, both for the child(ren) and the church. For children and youth events, adequate adult supervision is mandatory. The nursery rooms are not available for childcare unless it is for a GSLC-sponsored event.

**13. PROHIBITION ON SMOKING, ALCOHOL, AND SUBSTANCE ABUSE**

Smoking, consuming alcohol and the use of illegal substances in the GSLC facility is strictly prohibited. Violation of this policy will result in immediate dismissal of an event and/or persons found to be involved in these acts. Smokers may smoke cigarettes away from entrances and walkways. Cigarette receptacles are provided for the disposal of cigarette butts so that they are not littered on the grounds of the church.

**14. SIGNS, BANNERS OR OTHER DECORATIONS OR DISPLAYS**

No signs, posters, banners, flags, streamers or other items are to be attached or hung within or outside of the facility without prior approval by GSLC. All scenery or props must be freestanding. No tape, glues, nails, screws, tacks or other hardware may be affixed to walls or furnishings. Chemical and flammable substances and/or open flames of any kind (with the exception of approved candles on the altar table) are prohibited.

**15. CHRISTIAN SYMBOLS OF THE CHURCH**

Our facilities include the display of various symbols of Christian faith which are meaningful to the congregation of GSLC and representative of our fundamental identity. As such, we do not permit the removal or covering-up of such items as this contradicts our mission to advance the Gospel of Christ to all who enter our facility.

**16. PUBLICITY**

The use of GSLC's name, location and contact information in any manner of advertising or publicity for an event or organization must be approved by the church in advance of the event.

**17. CLEAN-UP AND OTHER TASKS AT THE CONCLUSION OF AN EVENT**

It is the expectation of GSLC that facility users take the time to ensure that the facility is left in an acceptable condition at the conclusion of an event. An additional fee may be demanded if it is deemed that the facility was not left in satisfactory condition and could preclude the facility user from future use of the GSLC facility.

Custodial clean up such as trash collection, sweeping and mopping of floors, sanitizing and restocking restrooms and take-down of furnishings after an event are tasks which

must be coordinated as part of the Facilities Usage Agreement between the church and the facility user.

Before exiting the facility, GSLC requests that light switches be turned to the off position and free-standing HVAC systems are turned to the off or “hold” position. Shut-down of programmable or manned light, sound, HVAC and security systems will be the responsibility of GSLC.

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