

# Facilities Use Policy and Procedure

For Memorial Lutheran Church Katy, Texas

All facilities, land, and furnishings of Memorial Lutheran Church (MLC) have been dedicated to the glory of God and to further this congregation's vision and mission statements:

MLC Vision Statement:

***"We Are and Will Be Christ's Witnesses Wherever we Are."***

MLC Mission Statement:

***"Extending the Community of Christ Wherever We Go."***

## POLICIES

1. The congregation desires that its facilities be used for the nurture, strengthening, celebrations, and fellowship of the Body of Christ and to bring glory to God. All MLC facilities exist to support the mission and ministries of MLC and the congregation. These ministries, and member groups that support these ministries, will be given first priority in the use of facilities over all other events and groups. Examples of member groups that support the ministries of MLC are LWML, Altar Guild, Christ Clinic, Krause Center, etc.
2. Members of MLC and their families that wish to use the facilities for individual or family events will be given second priority in the use of MLC facilities. Examples of individual or family events are family reunions, birthday celebrations, wedding anniversary celebrations, etc.
3. Outside, secular groups will be given third priority in the use of MLC facilities. Only non-profit outside groups will be allowed to use MLC facilities. The outside group's practices must not be in conflict with the mission or ministries of MLC. Examples of outside groups are the Boy Scouts and the Blood Drive.
4. Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws and other policy documents. Nor may church facilities be used in any way that contradicts the church's faith.
5. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church views all of its property as dedicated and set apart for the worship of God and the extending of His kingdom.
6. MLC does not issue keys to non-members. A member of MLC must be present when an outside group is using any of the MLC facilities.
7. Conflicts may arise when a facility has been scheduled for a second or third priority event and the facility is needed for a first priority event. A first priority

- event can override a second or third priority event. Please refer to Schedule Override Procedure found on page 3. A second priority event cannot override a third priority event.
8. The Loomis Fellowship Center has four areas of use: gymnasium, kitchen, upstairs café (south end), and upstairs youth room (north end). Only the specified area requested for use during a scheduled activity is authorized for use. At no time shall any other area be disturbed or used without express permission.
  9. The Welcome Center has two areas of use: first floor and second floor. Only the specified area requested for use during a scheduled activity is authorized for use. At no time shall any other area be disturbed or used without express permission.
  10. Fees will be charged according to the fee schedule found on page 7.
  11. Special consideration on fee assessment may be given to activities sponsored by non-profit organizations, benevolent groups and to groups requesting use of the entire facility.
  12. The MLC Trustee will determine exceptions to the fee schedule. The Trustee may consult with other members of the Leadership Team for situations involving non-traditional fees. Please contact the MLC Trustee if requesting special consideration in regards to facility use fees.
  13. Tobacco products of any kind are not allowed anywhere in MLC facilities or campus.
  14. No alcohol (except as utilized in worship services) or illegal drugs will be allowed in MLC facilities or on the campus. Anyone who is suspected of being under the influence of alcohol or illegal drugs will be asked to leave. There will be no exceptions.
  15. Parents or guardians must closely supervise children in the facilities at all times unless they are involved with a MLC ministry activity with adult supervision. There must at all times be a sufficient numbers of adult supervisors present to adequately chaperone the size and age group of any group using a MLC facility.
  16. Individuals and groups using MLC facilities are responsible for all damages to property and/or equipment resulting from negligence or abuse by event participants.
  17. Members of MLC are permitted to borrow certain MLC equipment/furnishings as described in the Furnishings and Equipment Section found on page 6.
  18. Groups using MLC facilities may be required to provide a certificate of insurance naming MLC as additionally insured.
  19. Events other than scheduled worship services and ministry events which require

use of sound and/or video projection equipment must have a Memorial sound/video operator present to utilize this equipment during the event.

## **SCHEDULING**

1. Scheduling of all events and activities in support of MLC ministries must be submitted to the MLC Office Manager and entered on the MLC calendar so that duplication of space assignments can be avoided.
2. MLC staff members are encouraged to plan events well in advance to avoid scheduling difficulties whenever possible.
3. The responsible MLC staff member(s) in consultation with the Pastor and the MLC Office Manager will resolve scheduling conflicts of first priority events and activities.
4. The MLC Office Manager in consultation with the Pastor and the MLC Trustee will authorize scheduling of second and third priority events and activities.
5. All schedules are subject to change in the event of unusual circumstances or events that may arise (weather, community crisis, emergencies, etc.) which would require emergency use of MLC facilities.
6. Events other than scheduled worship services and ministry events which require use of sound and/or video projection equipment must utilize a Memorial sound/video operator during the event. The event organizer must submit the Sound and Video Operator Request Form to the MLC Office Manager by the deadline specified on the form. The MLC Office Manager will inform the event organizer of any fees required.

## **SCHEDULE OVERRIDE PROCEDURE**

A request to override a second or third priority event by a first priority event must be submitted in writing to the MLC Office Manager. The request should include current day, date the facility is requested, the hours the facility will be needed, a description of the event, and the signature of the requestor. Override and rescheduling requires approval of at least two elected members of the MLC Leadership Team. Notification of the change will be made by one of the approving Leadership Team members so that the group whose schedule was overridden is informed of the change as soon as practical

## **WEDDINGS**

MLC facilities are available for the weddings and wedding receptions of members and non-members who are seeking a church home, participate in the preparatory requirements for having a wedding at MLC, and agree to the MLC Wedding Policy.

## **BAPTISMS**

1. Requests to schedule a baptism should be made through the MLC Office Manager who will coordinate the date with the Senior Pastor.
2. Use of facilities in connection with a baptism (either before or after the baptism) must be scheduled by submitting a request to the MLC Office Manager.

## **FUNERALS**

Requests for the use of the facilities for a funeral should be made through the MLC Office Manager who will coordinate the event with the Senior Pastor.

1. On a non-conflicting basis, the facilities may be used for funerals of non-members. However, the determination of the appropriateness of such an arrangement will be at the sole discretion of the Senior Pastor. If there are any questions in regard to his decision, they may be brought to the attention of the MLC Board of Elders.
2. No usage fee is charged for funerals; however, a voluntary donation to the General Fund may be given.

## **FACILITIES SET-UPS**

1. Requests for special room set-ups by the MLC staff must be provided to the MLC Office Manager at least one week prior to the event.
2. Room assignments are made by the MLC Office Manager with the intent of providing the appropriate space for the activity or event and to eliminate unnecessary movement of equipment and furnishings.
3. Requests for special equipment or resources must be provided to the MLC Office Manager at least one week prior to the event.

## **FACILITIES CLEAN UP PROCEDURES**

1. Following an event, all groups using MLC facilities must straighten the room and place trash in the receptacles.
2. If food has been served during the event, all trash containers containing discarded food must be secured in trash bags and placed in the dumpsters or as otherwise directed.
3. Tops of tables should be wiped clean if food has been served or if glue or sticky substances have been used.
4. An additional fee may be assessed for the removal of carpet stains due to spills during the event.

5. Tables and chairs should be returned to the requested set up arrangement.
6. All equipment used and lights shall be turned out upon exiting the facility.
7. Lock up of facility following use must be coordinated with the appropriate MLC staff member or member of the MLC congregation who has been granted key access.

## **NURSERY**

1. The nursery is designed to support the ministries of MLC and the congregation and is not to be used by any person or group without the specific consent and direction of the pastors, the Director of Children's Discipleship, or the MLC Trustee.
2. Any use of the nursery outside the regularly scheduled nursery ministry times requires the presence in the Welcome Center or the Sanctuary of at least one adult supervisor.
3. Persons or groups using the nursery must restore the area to the condition in which they found it at the completion of use.

## **KITCHEN**

1. Use of the kitchen must be scheduled in advance through the MLC Office Manager.
2. Please follow the rules for use of the kitchen as posted.
3. Food may be stored in the refrigerator for immediate use during scheduled events and must be disposed of within 48 hours of an event.
4. Additional fees may be assessed depending upon the requirements of the individual or group, such as special janitorial needs or cleaning assistance beyond the ordinary and technical support.

## **POSTERS AND SIGNAGE**

Any placement of signs or posters whether temporary or permanent that would damage facilities or contain offensive language or pictures that are not appropriate for a Christian organization are not allowed at any time. Any permanent placement of signs and posters must be pre-approved through the MLC Trustee prior to placement. All temporary use signs and posters must be pre-approved through the pastors or MLC Trustee prior to placement. All signs must be promptly removed and properly discarded upon conclusion of the event.

## **KEY ASSIGNMENTS**

1. The issuance of keys and security codes is determined by the MLC Trustee and is limited to MLC members who have an ongoing need for access to specific areas.
2. Building access for non-key holders should be planned around the times that the building is open for daily operations whenever possible. Exceptions may be arranged through the MLC Office Manager.
3. Temporary use keys will be issued only to members of MLC.
4. A temporary use key can be obtained by completing the Application for Temporary Use of Key and submitting it to the MLC Office Manager. A \$50 deposit is required for a key that is issued for temporary use. The deposit will be refunded when the key is returned to the MLC Office Manager.

## **LEGAL RESPONSIBILITIES**

1. At non-MLC events, the person or group making the reservation is responsible for the conduct and safety of their guests at all times.
2. MLC is not to be held legally responsible for the misconduct of guests at a private event.
3. MLC is not responsible for any personal property loss or damage or valuables left on the premises before or after the private use of our facilities.
4. Non-MLC groups may be required to provide a certificate of insurance as proof of their liability insurance coverage. MLC must be listed as additional insured. Depending on the extent and magnitude of the event, a contract may need to be issued by MLC in which liability issues are clearly covered.

## **FURNISHINGS AND EQUIPMENT**

1. All furnishings and equipment are the property of MLC and have been purchased to support the ministries of MLC. Consequently, MLC ministries have priority for use of all furnishings and equipment.
2. Folding metal chairs, tables, and ladders are available for MLC members to borrow provided there is no conflict with regularly scheduled MLC ministries use or with any event scheduled on the calendar. Furnishings/equipment may be reserved through the MLC Office Manager and must be returned promptly after use. The upholstered chairs in the classrooms and worship center may not be removed from the building at any time.

3. NONE OF THE ITEMS THAT CAN BE BORROWED ARE TO BE REMOVED WITHOUT COMPLETING THE APPLICATION FOR EQUIPMENT USE, WHICH IS AVAILABLE FROM THE MLC OFFICE MANAGER.
4. Computers, projectors, CD players, sound systems, pianos, keyboards, and other electronic equipment designated for MLC ministry use may not be borrowed or removed from the building for personal use by members or staff unless specifically authorized by the MLC Leadership Team.

## **FEE SCHEDULE**

1. The following fee structure indicates the rental cost for individuals and groups who wish to use the facilities for functions that are not included in MLC ministries. Fees are not charged for first priority activities and events.
2. The Boy Scouts and Blood Drive are exempt from paying facility fees. These groups have been approved to use a facility without charge. Other fees may apply.
3. Additional fees may be assessed depending upon the requirements of the individual or group. These can include special janitorial requirements/set-ups and technical support for sound equipment are examples.
4. Fifty percent of final rental cost is required to hold and secure a reservation of space. The balance of unpaid fees is due and payable a week before the scheduled event. **Reference the MLC Facility Use Fees document for fees associated with the rooms available for use.**

The MLC Trustee in consultation with the MLC Leadership Team must approve any exceptions to these Policies and Procedures. Any revisions to this policy should replace the copy in the MLC office as well as any stored on electronic media.

---

Revised and Approved by the MLC Leadership Team May 2019  
Memorial Lutheran Church  
5810 Third Street Katy, Texas 77493

## APPLICATION FOR EQUIPMENT USE

Equipment requested (please itemize):

---

---

---

---

---

Purpose for use:(please be as specific as possible):

---

---

---

---

---

Date Requested: \_\_\_\_\_

Date to be Returned: \_\_\_\_\_

I understand that I am responsible for the safe return of the equipment noted above. All equipment shall be in normal working order upon return. If repair or replacement of damaged equipment is necessary, I will be responsible for those repairs or the cost of replacement.

Requested by: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

---

Revised and Approved by the MLC Leadership Team May 2016  
Memorial Lutheran Church  
5810 Third Street Katy, Texas 77493



**APPLICATION FOR TEMPORARY USE OF KEY(S)**  
(Temporary keys will be issued only to MLC members)

Key(s) requested: (please itemize):

---

---

---

---

Purpose for use: (please be as specific as possible):

---

---

---

---

Date Received: \_\_\_\_\_

Date to be Returned: \_\_\_\_\_

A deposit of \$50 per key is required.

Amount of Deposit Received: \_\_\_\_\_

A copy of this document will serve as a receipt for the deposit. I understand that I am responsible for the safe return of the key noted above. The deposit will be returned at the time the key is returned to the MLC Office Manager.

Requested by: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

---

Revised and Approved by the MLC Leadership Team May 2016  
Memorial Lutheran Church  
5810 Third Street Katy, Texas 77493

## APPLICATION FOR SCHEDULING FACILITIES

Purpose of Use (please be as specific as possible):

---

---

---

---

Requested by the Following Group: \_\_\_\_\_

Date of Use: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ (if required)

Responsible Individual: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Areas of Use: (please check all that apply)

- ☐ Sanctuary
- ☐ First Floor Welcome Center
- ☐ Upstairs Café
- ☐ Second Floor Preschool Building Fellowship Room
  - ☐ Fellowship 1 (nearest to kitchen) ☐ Fellowship 2
  - ☐ Full Room (both sides)
- ☐ Kitchen with food preparation
- ☐ Nursery
- ☐ Classrooms: indicate number: \_\_\_\_\_
- ☐ Loomis Center Gym
- ☐ Upstairs Youth Room

Refer to the MLC Facility Use Fees document for fees associated with the rooms available for use.

Amount of Deposit Paid \_\_\_\_\_

Amount of Fees Paid \_\_\_\_\_

Application for Temporary Use of Key(s) completed \_\_\_\_\_

Memorial requires an active member be on-site to grant access, review site conditions, and close-up after your event. Please indicate that member's name here or indicate a need for someone to be contacted. \_\_\_\_\_

Have you read, understood, and agree to adhere to Memorial Lutheran Church's facility usage policies? If so write "yes" here: \_\_\_\_\_

Signature of Responsible Individual: \_\_\_\_\_

Phone: \_\_\_\_\_

The individual signing this agreement is responsible in an individual capacity for compliance with the MLC Facilities Use Policies and Procedures and for communicating to their group that each member of the group is also responsible for compliance. The individual signing this agreement also acknowledges that he or she has read and understands the policies in regard to scheduling priorities and the paragraph, "Schedule Override Procedure". (A copy of the Facilities Use Policies and Procedures is available from the MLC Office Manager).

---

Revised and Approved by the MLC Leadership Team September 2018  
Memorial Lutheran Church  
5810 Third Street Katy, Texas 77493