

Building Use Policy
Abiding Presence Lutheran Church
1550 Walton Blvd., Rochester Hills, MI 48309
248-651-6550
office@abidingpresence.org

Abiding Presence Lutheran Church's primary purpose is to carry on the mission and ministry of the congregation. We have a desire to serve as an outreach to the community and we have a number of longstanding relationships with community organizations for ongoing use. Our congregation is happy to have your group or organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you.

- All user groups shall identify a responsible person. That person shall complete, sign and return to the church office one of the two copies of this agreement form provided prior to the confirmation of building use. He or she shall be responsible for the group's compliance with the guidelines and the rules and regulations.
- The user is responsible for any special setup or take down of chairs, tables or equipment, and will leave the facility as it was found before use. This includes the removal of trash to the outside dumpster.
- Abiding Presence reserves the right to secure a security and/or cleaning deposit.
- Abiding Presence assumes no liability for damages, injury or negligence by user groups.
- The use of alcoholic beverages, tobacco or any controlled substance is absolutely prohibited and shall indemnify and hold harmless Abiding Presence from any and all claims from injury or damage.
- The repair or replacement of any property, contents or equipment damaged by the user group shall be the responsibility of the Responsible Person.
- Use shall be restricted to the agreed rooms or areas, the narthex (entry area), and restrooms.
- Arrangements for access to, and securing, of the building shall be made through the church office.
- Abiding Presence reserves the right to require proof of indemnity insurance by the user.

RULES AND REGULATIONS

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs and tables may be used when using the facility under the rules herein.
2. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property clean and returned to its designated place.
3. **KITCHEN RULES.**
 - a. The kitchen must be left clean and orderly after use
 - b. Any dishes, coffee maker, and any other items used during your event must be washed, dried, and returned to their proper place in the kitchen.
 - c. Garbage and trash must be bagged and disposed in the dumpster in the corner of the parking lot.
 - d. Church food and paper good supplies are not to be used except by church sponsored activities.
 - e. Your group needs to supply your own kitchen towels, dishcloths, cleaning supplies, and any other supplies necessary to clean the area after your use.
4. **PIANO, ORGAN AND HAND BELL USE.** Permission to use the piano, organ and/or hand bells must be granted by the Pastor or Director of Music. Piano and/or organ should not be moved except by permission from the Director of Music and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.
5. **SANCTUARY SOUND SYSTEM.** The Sanctuary sound system is available for use upon request. The system must be operated by trained members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.
6. **NO SMOKING and NO ALCOHOL USE ALLOWED.** 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.
7. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.

8. **SUPERVISION OF CHILDREN AND YOUTH.** The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
 - a. No fewer than two adults should be present at all times during any program or event involving children.
 - b. Adult supervision is required at all times both inside and outside of the church property including playground and parking lot.
 - c. Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
9. **NURSERY USE.** The nursery facility is not available for use during an outside event unless prearranged and approved.
10. **PRESCHOOL ROOM USE.** The preschool rooms are not to be used under any circumstances. The rooms are arranged by each teacher, and if it is reported to the church office that any toys or materials have been moved or tampered with, a fee of \$50.00 will be incurred by the group.
11. **FOOD AND DRINK.**
 - a. Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside.
 - b. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
 - i. The name and contact information of the caterer needs to be given to the church office prior to the event
 - ii. The caterer needs to supply a certificate of indemnity insurance with Abiding Presence Lutheran Church named on the policy
12. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All decorations must be removed immediately and completely following the event.
13. **EMERGENCY SCHEDULING CONFLICTS.** The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
14. **STORAGE.** Unless prior arrangements have been made through the church office, no items should be stored at the church in advance or after the event.

15. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
16. **SECURITY.** We work to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.
17. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Board, the Director of Operations or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Board's directions or forfeit the use of any part of the facility immediately.