

group will be assigned a designated area for its container. Container should be marked with the name of the group.

- J. No more than 10 children to each supervising adult in the nursery.
- K. Children may not be left unattended at any time.
- L. No use of church phone under any circumstances.
- M. All lights must be turned off when leaving unless in use by others.
- N. All windows must be closed and latched when leaving. All doors must be locked.
- O. No use of church computers, typewriters, photocopier, or audiovisual equipment.
- P. Full trash containers must be emptied into the dumpster located outside behind the Fellowship Hall.
- Q. No use of church supplies (paper products, food, dishes, pans, etc.).
- R. All areas used (including bathrooms) must be left in respectable order. This may require sweeping floors or other light cleaning.
- S. Groups are responsible and liable for all equipment and/or supplies brought into the church. No mail, packages, etc. for the group should be delivered to the church.
- T. Facility usage by dance groups will be considered separately.
- U. Functions must end by 11:00 pm.
- V. Kitchen Rules:
 - Kitchen not to be used for cooking.
 - Please leave kitchen clean and in proper order.
 - Leave nothing in the refrigerator.
 - Bring own towels and dish cloths.
 - Wipe counters, stove, and sinks.
 - Rinse coffee pots and turn upside down on paper towels in main kitchen.

Groups found to violate any of the above regulations will receive a warning letter from the Congregation Council. A second violation within a one year period may result in denial of permission for further use.

VI. EXCEPTIONS AND REVISIONS

Exceptions and/or revisions to this policy will be approved by the Witness Committee, with input from the Service and Support Committees, and then will be approved by the Congregation Council.

VII. SCHEDULING CONFLICTS

Meetings of The Good Shepherd Committees or affiliated church groups take precedence in day, time, and place. Occasionally, non-church groups will be asked to reschedule or relocate their event. Efforts will be made to give one week's notice when this occurs. Under certain circumstances such as funeral receptions, advance notice may not be possible.

2007 - 2008

Building Usage Policies



The Good Shepherd Lutheran Church proclaims the
Good News of Jesus Christ through Word and Worship,
Fellowship and Service to all people.

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I. GENERAL

It is the policy of The Good Shepherd Lutheran Church to provide the use of its facilities to a variety of local groups. The facilities are made available to groups unrelated to the church as a service to the community and therefore, use of these facilities for the purpose of fund raising or commercial enterprises are not permitted.

It is the policy of The Good Shepherd Lutheran Church to offer its facilities to a variety of local groups including those not related to the mission of the Church. This openness to community service leads to a heavy use of the building and parking areas which increases the congregation's expenses; and therefore, all groups are encouraged to make contributions to help the congregation meet these costs. (see page 4)

II. GROUP USE APPROVAL

Because of scheduling conflicts and the limitations of the facilities themselves, usage will be granted based on the activities of the requesting group, the date on which the request is made and the number of other groups using the facilities at that time. Once granted, permission for use is on a month to month basis.

In early June, all groups must reapply for facility usage for the following year. They are categorized as one of the following (in order of priority):

- A. Groups related to our wider Christian ministry (Synod, Christian Associates, etc.).
- B. Groups whose purpose includes Christian witness, service, and/or instruction.
- C. Groups related to our social concern for all people (e.g. Alcoholics Anonymous, Recovery, Overeaters Anonymous, and related support groups).
- D. Groups whose purpose includes the well-being of our community.
- E. All other groups.

The following criteria is used to control the use of our facility by non-church groups:

- A. Up to 30 non-church groups may meet on a regular basis (regular basis is defined as meeting one or more times per month).
- B. Up to 10 non-church groups with more than 40 members present may meet on a regular basis.
- C. The number of non-church groups meeting regularly at The Good Shepherd Lutheran Church and belonging to one parent organization will be limited to three, if needed.
- D. No non-church group may meet on Sunday.
- E. No groups may meet during Vacation Bible School (June 23 - 27, 2008) and the week before Easter (Holy Week - March 16 - 22, 2008).**
- F. The church is closed to use on the following holidays: New Year's Day, Holy Week, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day.**

The Witness Committee is responsible for reviewing and approving requests for usage based on the above limitations and group categorization. If it becomes necessary to decline use to a particular group, the Congregation Council will approve this action prior to notification to the group. Groups should allow one month for the approval process.

III. DONATIONS

- A. There is no fee for any group using the facilities. However, contributions are encouraged to help defray the expenses to the congregation such as utilities, cleaning services, insurance, and maintenance.

| FACILITY | SUGGESTED DONATION PER USAGE |
|-----------------|------------------------------|
| Fellowship Hall | \$50.00 |
| Classroom | \$20.00 |
| Nursery | \$15.00 |

DONATIONS MAY BE LEFT AT THE CHURCH OFFICE

- B. For a deposit of \$50, one key to the building will be provided. When the group no longer uses the facility and the key is returned to the church office, the \$50 will be refunded to the group.

IV. RESTRICTIONS

- A. Groups whose purpose is deemed unacceptable by the Congregation Council will not be permitted to use the facilities.
- B. Facilities are not available for families or individuals who are not members of The Good Shepherd Lutheran Church.

V. REGULATIONS

The following regulations must be followed by all groups at all times. It is necessary to clearly state all regulations to avoid misunderstandings.

- A. No alcoholic beverages on church property.
- B. No smoking in church buildings.
- C. Use of Sanctuary for other than private meditation is by special permission only. The piano and organ are for church use only.
- D. No food in the Sanctuary.
- E. Damage to the building, furniture or equipment, including toys in the nursery, must be reported promptly to the church office. Groups are responsible for repairing, replacing, or reimbursing the church as requested.
- F. Parking in designated areas only. No parking on lawns or in front of building exits. Parking is allowed in handicapped spots with proper identifications.
- G. Furniture must be returned to original location if moved (for the Fellowship Hall, a diagram is posted).
- H. No fund raising on church property.
- I. Limited storage space is provided. Each group will be permitted to have a milk crate or a plastic container not to exceed 24" x 15" x 10" in size. Absolutely no food (this includes coffee, tea bags, sugar, creamer, etc.) will be permitted to be stored. Each