

**Christ Evangelical Lutheran Church,
32747 Lake Road
Avon Lake, Ohio 44012**

Facility Use Guidelines

Overview

Christ Evangelical Lutheran Church is a Christian community with a mission in part of serving “God through worshiping, learning and sharing”. The building and grounds of the church should be used in the furtherance of our mission and the benefit of the community.

Church groups are defined as those groups that are an integral part of our church community such as the choirs, circles, committees, youth groups, Nursery School, similar activities open to church members and groups sponsored by the congregation, e.g. Scouts. First consideration for use of the facility will be given to our congregation, its affiliated groups or organizations and its members or regularly attending persons. The church office should be contacted to determine room availability and to schedule its use.

For other groups, the Church Council is the authority for approving all requests for use of the building and grounds. Any person(s) acting individually or on behalf of any group may request and may be granted the privilege to utilize a room or an area within the building and grounds. The ‘Application for General Use of Church Facilities’ should be completed and submitted 30 days prior to the date requested. Utilization may be a single occasion or repeated on an extended basis. Such approval will not be contrary to the objectives and principles of our Constitution, By-Laws and Mission Statement. The Council may grant a waiver of fees or modify the existing fee structure upon consideration of the application and stated purpose of the event or activity. Decisions regarding weddings and funerals will be made by the Senior Pastor.

General Guidelines

Both church groups and outside groups are responsible for set up and clean up of room space, unless otherwise arranged through the church office and custodian.

Alcoholic beverages, smoking and gambling (including raffles or drawings) are prohibited anywhere on the property. Smoking is not permitted within the building.

Groups need to use care in handling tables, chairs, and other equipment so that they are properly set up and put away, and being moved so as not to damage floors. Unusual or excessive damage to tables, chairs, equipment or building surfaces, may result in the Church Council charging for the damage to the using organization.

The building use fees are not charged for profit to the church, but to defray the actual cost of maintaining, cleaning, heating and cooling, lighting, and so on. This is to allow us to use our resources for ministry and not simply as rental property.

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Fees are based on rates established by the Council in consideration of reimbursement to the church for the cost of utilities, ordinary custodial care and supervision, cleaning, trash disposal and rearrangement of chairs, tables and equipment. Special room setup and arrangement fees that are beyond the ordinary scope of custodial duties and may occur in the evenings and on weekends requiring setup and tear down are reflected in the application.

All cancellations and changes should be communicated immediately to the church office. If a group cancels or changes a date a week or more ahead of time, they will not be charged a fee for use. Otherwise, a fee may be assessed for holding a space that might otherwise have been used.

Special Guidelines

Church members may request the use of designated tables and chairs for personal use away from the church facility. The designated tables to be used are marked for this purpose and no other tables will be permitted to leave the building. The chairs will be only the metal folding type without cushions. All requests for property usage need to be reserved through the church office in advance to prevent a scheduling conflict.

Funerals are approved by the Senior Pastor and are provided at no cost.

The “Application for General Use of Church Facilities” and sample room setups available on the church Web site at www.celcal.org.