



LCC Facility Reservation Policy

TRAIN, EQUIP, EMPOWER FOR LIFE.

Questions regarding the implementation of this policy should be directed to the Coordinator for Church Administration (Laurel Swanson) or the Office Manager (Judy Nay) at 967-4818.

In order to be good stewards of the property we have been given, we will make an effort to utilize our facilities to their fullest, while at the same time supporting the mission of the church.

ALL activities utilizing any room/area of the Lutheran Church of the Cross property should reserve a room through the church office. On any given day there are several activities happening on the property, and those who reserve their space will receive preference.

The following policy is intended to deliver a consistent message for allowing members and non-members to reserve rooms at the LCC Main Building and at Cross Creek.

General Guidelines

1. The room will be assigned based on the number of attendees expected, and will be the most appropriate room (determined by church staff) in which the activity can be completed. For example, a group with 8 attendees could comfortably use a classroom rather than a large meeting room. Requests for specific rooms may or may not be granted based on the discretion of church staff.
2. This is a public building. Therefore, for the safety of children / students, they may NOT be in any section of the church property without supervision at any time.
3. Childcare is only provided at designated times in our nursery area. Those utilizing the childcare provided MUST stay on the church property.
4. On Sundays, the Fellowship Center and Cross Creek Meeting Room may only be reserved after 1:00 pm. This allows time for clean-up of communion and fellowship items.
5. The only rooms in which food may be served are the Fellowship Center (Main Building) and the Cross Creek Meeting Room.
6. Smoking or use of tobacco products is prohibited within the church buildings.
7. No alcohol, liquor or illegal substances are allowed on the church property, either inside the buildings or on the outdoor property. Any violation will result in immediate termination of the event.
8. Leave the area designated for your use in a clean and orderly condition.
9. Use only the area assigned to you. Many events may be occurring simultaneously in the buildings.
10. The church will not be liable for any personal belongings that may be left unattended in the facility.
11. Our kitchens are not equipped for meal preparation for large numbers of people, nor do we provide cooking utensils or dishes.
12. Per the Board of Spiritual Oversight, effective August 2008, no items may be sold in the Narthex of the church.

Church Activities

(includes church related activities: ie. Wedding ceremonies, classes, seminars, funerals):

1. All general guidelines apply.
2. Church activities need to reserve a room with the Office Manager (Judy Nay) or other office staff.

Non-Church Activities

1. All general guidelines apply.
2. A "Request for Facility Use" form should be completed and submitted to the Office Manager for approval. The approval process will review whether the proposed activity qualifies as acceptable for using the church facility and determine if adequate space is available on the date requested.
3. Requests for room reservations for non-church activities may be made no more than six (6) weeks prior to the event.
4. Church and church-related activities take precedence over any personal or community events. Church staff will determine the appropriate room according to the space requested.
5. Non-church events may not be scheduled during the following times: Palm Sunday Weekend, Easter Week, the weekends before and during Vacation Bible School, the weekend of the Family Christmas Celebration, the weekend of the Christmas Cantata, and Christmas Eve.
6. The maximum allowable time for a non-church activity reservation is four (4) hours. Exceptions must be approved by the Coordinator for Church Administration or Church Office Manager.
7. A \$25 deposit will be required. This deposit will be returned when the room is left in the condition it was found and the key to the dumpster is returned.
8. Facilities are not available for use by "for profit" groups or fundraising activities.
9. Facilities may not be used for the purposes of gambling, raffles, bingo, or gaming.
10. Due to the size of the available facilities, we strongly encourage groups be limited to 50 or less. For groups of more than 50 people, an additional custodial fee of \$50 will be charged for ensuring that the room is cleaned and straightened for future use.
11. LCC does not provide setup or teardown of rooms for events. If any change in the room set-up is needed, the room MUST be returned to its original state. Failure to do so will result in forfeiture of the security deposit.
12. Due to the sensitive nature of our sound and audio visual equipment, only a LCC Sound Technician can operate the sound, lighting and projection equipment in the Worship Center. The cost to provide a sound tech is \$75, payable in advance to the church. The Sound Technician must be requested at the time of the initial request.
13. If sound or video display is needed in the Fellowship Center, Learning Center, or Cross Creek meeting room, it needs to be known at the time of the initial request to coordinate training and provide keys to unlock the equipment.