

ADVENT LUTHERAN CHURCH, WEST CHESTER, PA  
CHURCH FACILITY USAGE POLICY

This document sets the policy which Advent Lutheran Church shall apply as guidelines for use of Advent's facilities and equipment. Changes to this policy must be approved by Church Council.

**I. Guidelines for Approval**

1. **Priority Use:** Advent sponsored functions shall be first priority. An important, but secondary, purpose is to be of service to the community for civic, educational, social service, youth and religious organizations whose activities are consistent with the purpose and mission of Advent Lutheran Church.
2. **Secondary Use:** Advent may make its facility available for use for personal, private, religious or business interests, provided the usage does not conflict with Advent's mission and/or space requirements. Such usage will generally require an appropriate building usage donation.
3. **Event Sponsorship:** Users of the facility are divided into 5 groups listed in descending priority:
  - a. Advent Groups – as designated by Church Council.
  - b. Advent Members (for personal use as weddings, receptions, meetings, etc.)
  - c. ELCA – SE PA Synod events and meetings.
  - d. Sponsored External Group or Individual – This type of request requires the group or individual to obtain sponsorship by contacting an Advent member. The member then obtains the application forms from the church administrator for that person or group. The member may be required to be present at the function for the duration as a representative of the church. The group submits the application to the Church Office to initiate the approval process.
  - e. Un-sponsored External Group or Individual – This type of request comes from a group or individual who has no connection to Advent. Such groups must provide the Advent with an appropriate certificate of insurance as well as information on the organization's mission.
4. The administrator/pastor will handle single time building usages that do not conflict with Advent's mission/schedule, following this policy's guidelines. If a question

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arises, it will be handled by the Church Council. Continuing, regular building usage will require council approval.

5. Scheduling Approval

- a. Every group/individual planning to use the facility must be cleared through the Church Office in advance to enter the request on the church calendar. Requests should be made at least one month prior to the date of the activity.
- b. The Church Office will notify the group/individual when a usage request is approved.
- c. Permission for use of the facilities by external groups or individuals should not be considered finalized until confirmed in writing and the required security deposit is received.

**II. Guidelines for Use**

**A.** Failure to adhere to the guidelines listed below could eliminate a given group or individuals from any further use of Advent facilities.

1. There shall be **no smoking** in any of the church buildings.
2. The use of drugs, including alcoholic beverages, and gambling will not be permitted at activities in church facilities or on church property.
3. Decorations may be affixed to the walls using any type of nonpermanent adhesive. All decorations must be removed at the end of the activity.
4. Permanent storage of materials by outside groups may be arranged with the understanding Advent is not responsible for lost or damaged property. A fee may be assessed for this service.
5. Advent Lutheran Church is not responsible for lost or stolen articles.
6. Children and youth under 18 are permitted in the building only when adequate adult supervision is present.
7. The Board of Health requires that a Certified Food Handler must be present at all functions where food is prepared, and a copy of Food Handlers' License must be presented at the time of application and during function. If you are using the Kitchen, proof of Insurance must be provided.
8. The Church telephone is to be used only in case of emergency.

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9. Any damage to the property or anything that is not functioning properly should be reported to the Church Office or designated contact.
10. No rice or confetti be thrown at weddings for both ecological and cleaning reasons. Please use bird seed or flower petals.
11. If there is any evidence of a possible fire on the premises, call the fire company at **911** or **610-436-4700**, and evacuate the building.
12. Set-Up / Clean Up. Groups are expected to clean up spills and take out their trash. They are further responsible for their own set-up and returning tables/chairs to their original location unless otherwise directed. Arrangements may be made for Advent to provide set-up/take down services at an additional fee. (Sometimes we let them leave them up for us or the Chinese Church.) Advent makes use of a cleaning service. Should the service report and unexpectedly high amount of cleaning be required an additional fee may be imposed by Advent on the Building. Fees and building usage donations are expected to defray the cost of cleaning after use.
13. The set-up/clean up form must be filled out at the closing of your event. This form must be turned into the office. If you were provided a key for your event, this must be turned into the office at the same time. Office hours are Monday through Friday 8:30 AM to 4:00 PM.
14. Dogs, cats, and other animals will not be allowed in the building, with the exception of service animals.

**III. Fees for Use**

These fees are set to cover the ongoing cost of maintaining our facilities in excellent working order and to value the services provided by individuals. The fees may be negotiated with Pastor on a need basis.

1. **A security deposit of \$250 is required.** This must be received by the church administrator 10 days prior to the confirmed event date. If the premises are left in satisfactory condition, the deposit will be refunded within two weeks.
2. Any group or individual authorized to use facilities shall be responsible for the payment of damages incurred.

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3. Sanctuary Use – the Sanctuary is to be used only for Christian worship and music services or for rehearsals for such. Any other group must be approved by Council.
  - a. Internal Advent or Synod use – no fee.
  - b. External Group or Individual - \$200
4. Weddings/Funerals
  - a. Active members are NOT expected to pay for use of the church for weddings or funerals. They may, however, make a donation. The pastor may also be given an honorarium, but this is not required nor expected. The organist will be paid \$150 for a funeral and \$175-\$250 for a wedding, depending on whether attendance is required at the rehearsal, soloists are utilized etc.
  - b. For nonmembers, the pastor/organist serving will negotiate compensation for themselves and determine an appropriate fee for use of the building, taking into consideration the size of the wedding and financial situation and/or interest in Advent's mission.
  - c. Boy Scouts Courts of Honor – Donation (suggest \$200)
5. Fellowship Hall
  - a. Internal Advent or Synod groups – no fee
  - b. Advent Members – Donation (suggest \$50)
  - c. Sponsored External - \$75 1<sup>st</sup> hour, \$50/hr thereafter to maximum of \$400
  - d. Unsponsored External - \$100 per hour
6. Kitchen (Food Handlers License must be presented at the time of application and available during function).
  - a. If the kitchen is used with the fellowship hall, there is no additional fee
  - b. Internal Advent or Synod groups – no fee.
  - c. Advent Members - \$50
  - d. Sponsored External - \$100
7. Individual Rooms
  - a. As negotiated.

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**8. SET UP AND CLEAN UP AFTER BUILDING USAGE**

**ITEM**

**Checked**

All Classroom Windows Closed and Locked	_____
Classroom #9: Exit Door Closed/Secured	_____
Classrooms Returned to "As Found" Condition	_____
Preschool Chairs put around table in Room 11/12	_____
Nursery Cleaned and Straightened (including toys in appropriate containers)	_____

**Worship Center:**

Lights off	_____
Paper removed from pews, tables, etc.	_____
Microphones put away	_____
Sound System turned off	_____
Projector and T.V. Screen shut off (remotes are located in the pulpit)	_____

**Bathrooms:**

All Sinks Off (Water not running)	_____
Toilets Not Running/Overflowing	_____
Trash Cans Free of Smoke/Fire	_____
Lights/Fans Turned Off	_____
Floor spot swept/mopped	_____

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**Kitchen/Social Hall**

Cooking Gas Turned Off \_\_\_\_\_

Outside Doors Closed & Locked \_\_\_\_\_

Trash emptied to dumpster \_\_\_\_\_

Tables & chairs stacked on carts \_\_\_\_\_

Floor spot swept \_\_\_\_\_

**Spills/Stains mopped** \_\_\_\_\_

Sinks and tables wiped down \_\_\_\_\_

For health and safety reasons (and courtesy for other groups using the building), these procedures need to be followed. Please return this form to the church office immediately after your event.

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Name of Group Using Advent Facility

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Signature and Date

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Advent Signature and Date

Comments:
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