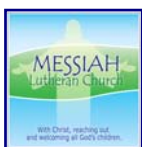


## Messiah Lutheran Church Building Use Policies and Procedures

*Thank you for your interest in using the facilities at Messiah's Lutheran Church. As part of our commitment to ministering to the community, we are pleased to provide hospitality for non-profit community groups and individuals. The following policies have been developed as a guide. After reading these policies please contact us with questions concerning the use of our facilities.*

### **We request that the following policies be respected and observed:**

1. Congregational activities will have priority over all outside events.
2. Use by community groups and individuals will be limited to times when no church activities are scheduled.
3. Non-profit community groups and individuals will be permitted to use Messiah's facilities. Exceptions will be considered on a case by case basis.
4. Community groups and individuals interested in using Messiah's facilities must submit a "Building Use Request Form" (see attachment) at least 30 days prior to the date of the event. Requests and reservations for all activities are to be made through the Messiah Office Administrator (MOA).
5. Messiah's Executive Committee (ExCom) will be the final authority on facility use.
6. Use of the building may be revoked at any time by the MOA, Pastor and/or the ExCom.
7. Community groups and individuals must agree to reimburse Messiah for expenses involved with the use of our facilities, including utilities and/or additional custodial expenses. Additional set up and clean up fees may apply. The donation to cover expenses is left up to the discretion of the group or individual, but Messiah suggests at least \$50 for a one-day program in any of our rooms or meeting spaces. Any extra cleaning or repair of the space that may be needed following the group's use of the room will be reimbursed by the group (such as excess garbage, or breakage, etc.).
8. Unforeseen church activities (such as funerals) take precedence over previously scheduled outside events. However, every effort will be made to avoid scheduling conflicts and to give notice.
9. Special use spaces, such as classrooms, are available for small groups. Tables and chairs will be provided by Messiah, however, you may not change the setup of tables and chairs without prior written approval of the MOA, ExCom, or the Property Coordinator.
10. Nothing is to be removed from or taped to the walls or woodwork without the written authorization of the MOA, Pastor, or ExCom.
11. Use of Messiah's office equipment is not permitted. However, telephones in each room are available for local calling, or to dial 911 in the case of an emergency. All supplies (paper, staples, etc.) should be supplied by the group.
12. The kitchen may be used with written authorization from the MOA. See additional instructions below regarding the use of the kitchen.
13. The use of alcoholic beverages is not permitted at Messiah unless the ExCom has provided prior authorization.
14. The Nursery (large classroom) may be used with written authorization from the Child Care Director. It is available only for supervised childcare and any use of the Nursery while using other space must be arranged in advance with the MOA or ExCom.
15. Children are to be supervised by an adult (have attained the age 21) at all times and are not to be left alone in any part of the building - including the restrooms - at any time.
16. All rooms are to be returned to the same condition that they were in prior to each event. Food and beverages are to be disposed of immediately following the event. Meeting materials are to be removed and/or stored immediately following the event. Groups and individuals are required to dispose of all trash in the containers provided.

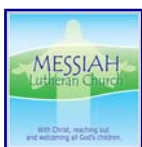


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[Office@messiahparkridge.org](mailto:Office@messiahparkridge.org) + [www.messiahparkridge.org](http://www.messiahparkridge.org) + ELCA Metro Chicago Synod

17. All restrooms should be checked prior to leaving, and should be left in a neat and orderly condition. All lights should be turned off, all windows closed, and all doors locked where applicable.
18. Messiah is a smoke free building. All groups and individuals must enforce the NO SMOKING policy throughout the building. Smoking receptacles are available outside the main (west) entrance of the building, as well outside the double glass doors across from the church office (by the recycle bins).
19. The MOA will provide access to the building via a key code that allows entry during restricted hours through the Educational Wing door on the NE corner of the building. The key code is intended for use by group leaders only...any additional entrance to the building should be supervised by someone from the group. (i.e., the key code is not for mass distribution). It is IMPERATIVE that the door not be propped open and left unsupervised. This poses a serious security risk to all users of the building, and will not be permitted. Groups' contract may be revoked if door is left propped open, pending investigation by the MOA and/or ExCom.
20. The lift may be used to transport individuals into the Fellowship Hall. It is not to be used as a freight lift. One member of the group is required receive instruction on the machinery before usage.
21. A Certificate of Liability Insurance or a Waiver of Liability (attached) is required.
22. Upon leaving the building groups are responsible for checking and double checking that the external door they use is closed and locked. If damage (stuck lock, etc.) causes the door to not lock, a representative of the group must immediately contact the Property Coordinator to inform them of the issue. Under no circumstances should the door be left unlocked.
23. All groups and individuals shall be responsible for all damages, including property damages and/or personal injuries suffered or incurred in or on Messiah's property. All groups and individuals agree to indemnify and hold harmless Messiah, all entities affiliated with the church and each of its respective officers, council members and employees (the "Indemnities") of and from all actions, cost, claims losses, expenses and/or damages, including reasonable attorney's fees arising out of or resulting from an event or the group or individual's use of the facilities.
24. If damage to church property occurs, groups and/or individuals will be held financially and legally responsible for repairs or replacement at the option of Messiah. All damages or losses are to be promptly reported to the MOA, the Pastor, or ExCom.
25. Any outside permits (e.g., Health Dept. for food service) are the responsibility of the group to provide.

**If your group has been given permission to use the kitchen facilities, we ask that the following guidelines be observed:**

1. Furnish all disposables, e.g. cups, plates, spoons and paper products.
2. Clean the kitchen immediately after use, meaning
  - a) all small appliances are cleaned and turned off,
  - b) return all kitchen supplies and implements to the proper cabinets,
  - c) sink, stove, counters, microwave, coffeepots, and center island are clean and neat,
  - d) excessive garbage is removed to the trash bin on the SE corner of the lot, and
  - e) the lights are turned off.
3. Remove all left-over foods from the kitchen following the event. DO NOT PLACE LEFT-OVERS IN THE REFRIGERATOR.
4. If the ovens are required, advanced notice must be given to the MOA or the Property Director. The pilot lights are kept off for safety purposes, and must be re-lit by qualified personnel ONLY before ovens can be used.
5. 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.



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## Building Use Request Form

Messiah Lutheran Church  
1605 Vernon Avenue  
Park Ridge, IL 60068

OR

Messiah's Parsonage  
1555 Vernon Avenue  
Park Ridge, IL 60068

*Circle the location you are interested in.*

**847-823-6984 p 847-823-6996 f [Office@messiahparkridge.org](mailto:Office@messiahparkridge.org)**

Fill out this form and return it to the Office Administrator at least 30 days prior to the event.

**Name of Organization/Individual:** \_\_\_\_\_

**Person Responsible:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Alt. Phone:** \_\_\_\_\_

**Requested Meeting Date(s):** \_\_\_\_\_

**Requested Times:** From: \_\_\_\_\_

To: \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Member of MLC?** \_\_\_\_\_

**Room(s) Requested** – check all that apply:

**Church:**

Fellowship Hall: \_\_\_\_\_

Kitchen: \_\_\_\_\_

Library: \_\_\_\_\_

Multipurpose Room: \_\_\_\_\_

Nursery: \_\_\_\_\_

Sanctuary: \_\_\_\_\_

Upstairs Classroom: \_\_\_\_\_

CCC Classrooms: \_\_\_\_\_

Please detail CCC which rooms: \_\_\_\_\_

**Parsonage:**

Whole building: \_\_\_\_\_

Basement: \_\_\_\_\_

Kitchen: \_\_\_\_\_

**What type of event is this?** \_\_\_\_\_

**Using a Caterer?:** \_\_\_\_\_

**Need Custodial Help?** \_\_\_\_\_

**Detail of Equipment and/or Other Needs:** \_\_\_\_\_

*By signing this agreement, you agree to adhere to all items of the attached Use of Facilities policy.*

**Signature of User:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please Print:** \_\_\_\_\_

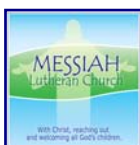
**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Door Code Assigned:** \_\_\_\_\_

**Emergency MLC contact for your group is:** \_\_\_\_\_

Ray Ejnik – 708-751-6836 (C)



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