

ASCENSION LUTHERAN CHURCH FACILITY USE POLICY

I. Purpose:

The purpose of a Facility Use Policy is to establish a basis for honoring requests for the use of the facility and sets of criteria that are to be used to determine if a specific use request is appropriate for Ascension Lutheran Church (ALC).

II. Policy:

All organizations or individuals desiring to use the facility for an activity that is not sponsored by ALC itself or an Administrative Board must submit and have approved a Facility Use Request.

III. Roles and Responsibilities

- A. The Congregational Planning Council (CPC) is responsible for developing and approving facility use policies and procedures.
- B. The CPC President or Executive Committee will be the oversight entity for making final use allocation decisions.
- C. The appropriate Board will review requests for facility use that are applicable to their particular ministry. Each Board will maintain regular contact with those facility users for which they are responsible.
- D. The Office Coordinator will be the primary interface with all requesting organizations/individuals.

IV. Facility Use Criteria

- A. Use will be in concert with Ascension's Mission Statement.
 - Proclaims love of God to all people;
 - Supports the training and equipping of participants for God's work;
 - Supports the Ascension and/or surrounding community;
 - Increases awareness of Ascension's ministry in the community;
 - Encourages mutual support and respect for each other's personhood;
 - Shares our God-given resources.
- B. Use will be compatible with other Ascension programs.
 - Flexible in time and/or location to accommodate higher priority users; Funerals, weddings, and other important congregational activities are given priority and may require users to reschedule or find another venue;
 - Compatible with other users in the facility at the same time;
 - Compatible with users using the same space at other times;
- C. Use will not be allowed for individuals or groups to specifically promote products or services for monetary gains.
 - Properly sponsored and approved individuals or groups may explain in general terms a product, or family of products, or service(s) that are available for individual consideration, but will not mention or sell a specific product or service.

- Exceptions may be allowed for ALC sponsored events with CPC and/or Executive Committee approval, e.g. Annual Bazaar.

D. Use will have minimal impact on the congregation budget. In particular, we are concerned with:

- Staff support required;
- Funding for program needs;
- Janitorial and setup/teardown requirements;
- Utilization of space resources (time and attendees);
- Wear and tear on the facility;
- Overhead costs (lights, heat, parking);
- Storage requirements.