

Holy Cross Lutheran Church Property Use Resources

Adopted By Congregation Council, July 21, 2009, Updated May 19, 2015

Holy Cross Lutheran Church's primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization share our facilities. So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you.

Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed by the designated representative of Holy Cross Lutheran Church. Local organizations and individuals for one-time or short-term usage also may use church building. When possible we will attempt to make our facility available for such groups. Our first priority is to congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by church and finally to other nonprofit organizations. Use of Holy Cross' facilities is limited to **non-profit** groups.

Approval for the use of the grounds and/or facilities of congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the ELCA.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Property Use Agreement Form including Release

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement from the church office or at our website: www.hclchurch.com.
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the church office and you will be notified whether it is approved or not approved.

FEES FOR FACILITY USAGE

Donations to cover cost of utilities and cleaning are appreciated but not required.

RULES AND REGULATIONS

1. **CHURCH PROPERTY** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
2. **FACILITY CARE** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
3. **SCHEDULE** Event must not interfere with normal church activities. (No events will be scheduled, including set-up time, Sundays prior to 1:00 p.m., excluding member receptions in the Fellowship Hall.)
4. **KEYS** You are responsible for arranging to pick up a key from the church office the week of your event. The Church Office is generally open from 9:00 a.m. – 4:00 p.m. Monday through Friday. Keys will be checked out only to the Responsible Party listed on the Property Use Agreement. Keys must be returned to the church office within two days after use of the facility.
5. **KITCHEN** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpsters behind the church. Church supplies are not to be used except by church sponsored activities.
6. **PIANO/ORGAN** Permission to use the piano or organ must be granted by one of the Pastors or the Worship and Music Coordinator. **The piano cannot be moved except with expressed permission from the pastors or Worship and Music Coordinator.**
7. **SANCTUARY SOUND SYSTEM** The Sanctuary sound system is available for use upon request. The system must be operated by Holy Cross Lutheran Church trained members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.
8. **NO SMOKING and NO ALCOHOL USE ALLOWED** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms.
9. **BUILDING USE** All groups agree they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.
10. **NO GAMES OF CHANCE** Gambling (including bingo) on the church premises is strictly prohibited.
11. **SUPERVISION OF CHILDREN AND YOUTH** The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
 - No fewer than two adults (age 19 or older) should be present at all times during any program or event involving children.
 - Adult supervision is required at all times both inside and outside of the church property including parking lot.
 - Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
12. **NURSERY USE** The nursery facility is available and our safety standards require that at least one caregiver (age 18 or over) must be present to operate the nursery.
13. **FOOD AND DRINK** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. 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.
14. **DECORATIONS** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

15. **EMERGENCY SCHEDULING CONFLICTS** The congregation reserves the right to preempt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
16. **STORAGE** All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
17. **BREAKAGE** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
18. **SECURITY** The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.
19. **FINAL DECISIONS** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council's directions or forfeit the use of any part of the facility **immediately**.

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