

# HOPE EVANGELICAL LUTHERAN CHURCH OTTAWA HILLS, OHIO

## PROPERTY MANAGEMENT AND USE POLICY

Dated: July 9, 2007

THE PURPOSE OF THE HOPE EVANGELICAL LUTHERAN CHURCH BUILDING, GROUNDS AND EQUIPMENT ARE TO SERVE THE MEMBERS OF OUR CONGREGATION, OUR NEIGHBORHOOD, AND OUR COMMUNITY IN ACCORDANCE WITH THE MISSION STATEMENT OF THIS CONGREGATION.

### **Section 1. GENERAL**

- 1.1 These policies apply to all members and non-members of this congregation who visit or use our facilities.
- 1.2 Use of Church facilities shall be confined to religious, educational, social services and other approved activities.
- 1.3 No alcoholic beverages are to be served on the premises.
- 1.4 Smoking is prohibited **INSIDE** the building.
- 1.5 Firearms or weapons are **NOT** permitted anywhere on Church property.
- 1.6 An individual, group or organization may use the Church facilities if their programs support the mission of this congregation as determined by the Senior Pastor and the Management Team in consultation with the Property Team.
  - A. Submit a request in writing to the Church office a minimum of ten (10) days in advance, if possible.
  - B. Necessary fees **must be paid IN ADVANCE** to the Church office.
- 1.7 No individual, group or organization will be permitted to charge admission for an event or conduct fund raising activities of any nature, during use of Church facilities without the approval of the Management Team. Donations or free will offerings may be received.
- 1.8 The Management Team reserves the right to restrict the privileges of any person or group who violates the policies.

- 1.9 Fees shall be determined from the current fee schedule (See Appendix A) of the Church as defined in Section 6 and use of the facilities by all parties shall be limited to the provisions in the Building Use Agreement (See Appendix B).

## **Section 2. USE OF EQUIPMENT AND FACILITIES**

- 2.1 Equipment shall **NOT** be removed from its regular place without authorization or permission from a staff member and shall be returned back to its regular place as soon as possible by the individuals who moved the equipment.
- 2.2 All kitchen equipment (including dishes, silverware, cups and coffee pots), counter areas and sinks are to be washed, cleaned and equipment returned to their storage areas immediately after use by the individuals who use the equipment.
- 2.3 Loaning equipment and other assets must be approved by the Pastor(s) or the Management Team. All property must be checked out with the office staff and must be returned in the same condition as when borrowed.
- 2.4 Decorations shall **NOT** be attached to walls, pews, railings or ceilings in a manner that will leave any permanent marks. Tacks, nails, tape of any type, self-adhesive decals, stickers or letters, or other materials which may deface or damage existing building surfaces shall **NOT** be used.
- 2.5 Mounting, fastening (screws, nails, glue), other installations or attachments of a permanent nature of equipment, furniture or decorations shall **NOT** be made without the approval of the Property Team.

## **Section 3. SAFETY AND EMERGENCIES**

- 3.1 Safety is the responsibility of **ALL** those who use or visit our facilities.
- 3.2 No person, group or organization shall utilize equipment in an unsafe manner and shall **NOT** set up or use equipment that:
  - A. Blocks or in any way restricts access to fire extinguishers, fire alarm pull stations, fire exits, egress doors or stairways.

- B. Make temporary alterations to or use Church facilities or equipment in such a manner that would endanger themselves or others at any time.
- 3.3 In event of a fire, the fire alarm **SHALL** be sounded and the **ENTIRE** building shall be evacuated. No one shall return inside until permitted to do so by the Fire Department or Church staff person.
- 3.4 In event of a building emergency, **IMMEDIATELY** notify a staff person on site, if possible, or call a Pastor, any officer of the Church or chairman of the Property Team.
- 3.5 The Church shall have a written emergency plan and this plan shall be posted throughout the building (see Appendix C).

**Section 4. FUNERALS**

- 4.1 The Church facilities shall be made available for funerals without charge.

**Section 5 WEDDINGS**

- 5.1 The facilities of this congregation shall be made available for weddings with the approval of the Pastor(s) in accordance with the current fee schedule.

**Section 6. FACILITY FEE SCHEDULE**

- 6.1 The facility fee for the use of space and personnel will be determined based on:
  - A. The purpose for use of the facility.
  - B. If the party using the facility or event is Church sponsored or supported.
  - C. If the party using the facility is non-profit or for-profit Organization.
- 6.2 Based on the above information, nature and term requested, Church facilities may be made available:

- A. Without cost; or
  - B. Flat fee basis; or
  - C. Lease agreement; or
  - D. Other agreement
- 6.3 The amount of fees and charges shall be determined by the Pastor(s) and the Human Resources Team, subject to the approval of the Management Team.
- 6.4 The current fee schedule for the use of the facilities shall be in the Hope Lutheran Church Policy and Procedures Manual located in the Church office. The Pastor(s) and the Human Resources Team shall update the facility fee schedule from time to time, subject to the approval of the Management Team.
- 6.5 The Pastor(s) or the Management Teams shall have the authority to determine when the facility fee may be reduced or waived. Such a decision must be in writing and filed in the Church office.

**Section 7. GIFTS AND MEMORIALS**

- 7.1 Before memorials or gifts or property or material are purchased and offered to the congregation, the Vision, Staff and Management Teams shall be consulted to determine that the memorials or gifts harmonize with the design and purpose of the Church facilities.
- 7.2 Used items, such as appliances, furniture, carpets, mowers and automobiles, shall not be accepted as gifts unless special arrangements are made.
- 7.3 All memorials and gifts received, which are to be part of the Church buildings or its facilities, shall become, without qualification, the property of this congregation.

- 7.4 Monetary gifts may be given for specific items or to designated memorials or other designated funds of this congregation.

**Section 8. KEYS AND SECURITY**

- 8.1 The Church office shall keep a list of all individuals who have permanent or temporary keys to the Church building or other real estate owned by the Church.
- A. All permanent key holders must be able to operate the building security system and must sign a Key Responsibility Form. See Appendix D.
  - B. Temporary key holders may be authorized to operate the building security system at the election of the Pastor(s) or the Property Team and must sign a Key Responsibility Form.
  - C. The Property Team may determine from time to time if the building should be re-keyed for security reasons.
  - D. All keys shall be numbered as to the access level as determined by the Property Team.
- 8.2 The church office shall be responsible for the keys to all Church vehicles.
- A. Every driver of the Church vehicles must sign a Key Responsibility Form.
- 8.3 The building shall be secured by a security alarm system in such locations as determined by the Property Team.
- A. Designated individuals as determined by the Pastor(s) or Management Team shall be furnished access to the security code necessary to arm or disarm the security alarm system.
  - B. The security alarm system shall be armed automatically as determined by the Property Team.
  - C. The security alarm system shall be monitored and maintained by a competent alarm security company as recommended by the Property Team.

**Section 9. CHURCH VEHICLES**

- 9.1 Drivers of all Church vehicles shall be approved by the Pastor(s) or the Management Team, must hold a valid state driver's license, must be at least 21 years old, must have a valid casualty and personal liability insurance policy and must also be covered by the Church vehicle casualty and liability insurance policy.
- 9.2 Church vehicles shall be used for Church related purposes **only** and not for personal use.
- 9.3 All vehicles shall be maintained in accordance with the prescribed manufacturer's maintenance schedule.
- 9.4 The Property Team shall be responsible to assure that the vehicles are serviced regularly.
- 9.5 All drivers of the Church vehicles must sign a Vehicle Use Policy and complete a Vehicle Use Report, including the date of use, beginning and ending mileage, and reason for use. A copy of the driver's license will be made. See Appendix E and F. The driver should also turn in receipts for any out-of-pocket expenses expended and should advise when the vehicle has any special maintenance needs.
- 9.6 All Church vehicles shall, when not in use, be parked on the Church property, except as may be modified from time to time by the Pastor(s) or Management Team.
- 9.7 The Church vehicles shall be adequately insured by a casualty and liability policy and this insurance policy shall be reviewed annually.

**Section 10. REAL ESTATE**

- 10.1 The Property Team shall have the responsibility for the management, administration and maintenance of all real estate, including buildings and grounds, owned by the Church.
  - A. A prescribed maintenance policy shall be adopted and utilized.

- B. All real estate shall be adequately insured by a casualty and liability policy and this insurance policy shall be reviewed annually by the Property Team.
- C. Lease Agreements on all rental property shall be utilized when appropriate on such forms as approved by the Property Team. See Appendix G.