

St. Paul's Evangelical Lutheran Church
Building and Equipment Use Policy

Building – Refers to the physical space belonging to St. Paul's Evangelical Lutheran Church at 301 N 3rd St, Millville, NJ 08332

Property – Refers to any accessories that belong to St. Paul's Evangelical Lutheran Church (i.e.: tables, chairs, etc)

Building and Property Use Procedures:

1. Requests for building and /or property use should be made in writing, no less than 2 weeks before the property or building is needed for use. The "Building and Property Usage Form" should be used for this purpose.
2. The "Building and Property Usage Form" should be submitted to the Property Committee Chairperson or Pastor. Together, the Property Committee Chairperson and Pastor will approve each request. On-going requests will be approved by the Congregation Council.
3. All Building and Property use should be put on the church's Master Calendar.

Building Use:

1. Every event in which space will be used must be approved for use on the "Property Use Request Form"
2. The space should be returned to the original condition in which it was found.
3. Tables and chairs should be returned to their original set-up.
4. Attendees should remain in reserved space.
5. All events should be well supervised.
6. No alcohol is allowed on the property.
7. Upon leaving the building, the following tasks should be attended to:
 - a. All trash should be properly bagged and placed in large trash bins.
 - b. All recycling should be placed in red recycling containers.
 - c. All surfaces used should be wiped down.
 - d. If the kitchen is used, everything should be washed and put away.
 - e. All lights should be turned off.
 - f. Heat or AC should be turned down/off.
 - g. All doors should be locked and pulled closed.
8. If the building is not found in its original condition, a fee (\$25 minimum) will be assessed.

Property Use:

1. Property taken out of the church should be returned to the church within one week of its removal.
2. Property should be returned in the condition in which it left the building. If damages occur to the property borrowed, the church should be paid for the property damaged to be replaced.
3. "New" (white plastic) tables will be loaned to members and friends of the congregation only. Wooden tables can be loaned to anyone.

Fee Schedule for Building Use:

Members: There is no fee for members to used the building or property. Donations are appreciated.

Non-Members: A \$50 donation is suggested.

Community Groups: No fee. Donations are appreciated.

On-Going Group Meetings: Non-church groups that wish to use the building must be approved by the Congregation Council. A fee will be established where necessary. Groups will be asked if the have Public Liability Insurance.

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Building and Property Usage Form

Name: _____

Organization: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Name / Purpose of Event: _____

Date and Time of Event: _____

In which areas of the building will your event take place?

What property / quantity are you requesting?

Will there be children in the building? If yes, how many adults will be supervising them?

YES NO # of adults supervising _____

Have you read the "Building and Equipment Use Policy" and agree to abide by it?

YES NO

Signature: _____ Date: _____

For Office Use Only

Approved: YES NO

On Church Master Calendar: YES NO

Approved By: _____ Date: _____

Inspected After Use By: _____ Date: _____