

ADVENT LUTHERAN CHURCH, WEST CHESTER, PA
CHURCH FACILITY USAGE POLICY

This document sets the policy which Advent Lutheran Church shall apply as guidelines for use of Advent's facilities and equipment. Changes to this policy must be approved by Church Council.

I. Guidelines for Approval

1. Priority Use: Advent-sponsored functions will have first priority.
2. Secondary Use: An important, but secondary, purpose is to be of service to the community for civic, educational, social service, youth and religious organizations whose activities are consistent with the purpose and mission of Advent Lutheran Church. Advent may make its facility available for use for personal, private, religious or business interests, provided the usage does not conflict with Advent's mission and/or space requirements. Such usage will generally require an appropriate building usage donation.
3. Event Sponsorship: Users of the facility are divided into four groups listed in descending priority:
 - a. Advent Groups – as designated by Church Council.
 - b. Advent Members (for personal use as weddings, receptions, meetings, etc.)
 - c. ELCA – SEPA Synod events and meetings.
 - d. External Group or Individual – This type of request comes from a group or individual who has no connection to Advent. Such groups must provide Advent with an appropriate certificate of insurance as well as information on the organization's mission.
4. The administrator/pastor will handle single time building usages that do not conflict with Advent's mission/schedule, following this policy's guidelines. If a question arises, it will be handled by Church Council. Continuing, regular building usage will require Council approval.
5. Scheduling Approval
 - a. Every group/individual planning to use the facility must be cleared through the Church Office in advance to enter the request on the church calendar. Requests should be made at least one month prior to the date of the activity.

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- b. The Church Office will notify the group/individual when a usage request is approved.
- c. Permission for use of the facilities by external groups or individuals should not be considered finalized until confirmed in writing and the required security deposit is received.

II. Guidelines for Use

1. Smoking is NOT permitted inside the building. Use of drugs is prohibited anywhere on the church property.
2. Events including alcohol and/or any form of gambling must be approved by Church Council.
3. All decorations, including any adhesives/tape used on the floor, must be removed at the end of the event.
4. Permanent storage of materials by outside groups may be arranged with the understanding that Advent is not responsible for lost or damaged property. A fee may be assessed for this service.
5. Advent Lutheran Church is not responsible for lost or stolen articles.
6. Children and youth under 18 are permitted in the building only when adequate adult supervision is present.
7. The Board of Health requires that a Certified Food Handler must be present at all functions where food is prepared, and a copy of a Food Handlers' License must be presented at the time of application and during the function. If you are using the kitchen, proof of insurance must be provided.
8. Any damage to the property or anything that is not functioning properly should be reported to the Church Office or designated contact.
9. No rice or confetti is to be thrown at weddings for both ecological and cleaning reasons. Please use bird seed or flower petals.
10. If there is any evidence of a possible fire on the premises, call the fire company at **911** or **610-436-4700**, and evacuate the building.
11. Clean Up. Groups are expected to clean up spills and take out their trash. They are further responsible for their own set-up and returning tables/chairs to their original

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location unless otherwise directed. Arrangements may be made for Advent to provide set-up/take down services at an additional fee. Advent makes use of a cleaning service. Should the cleaning service report an excessive amount of cleaning related to your event, a financial penalty may be imposed. Part of your donation subsidizes Advent's cost for cleaning services.

12. A clean-up form may be required to be filled out if included with your contract. This form will be returned to the office with your key at the close of your use of the building. Office hours are generally 8:00 AM to 4:00 PM; call to verify.
13. Dogs, cats, and other animals will not be allowed in the building, with the exception of service animals.

For health and safety reasons (and courtesy to other groups using the building), these procedures need to be followed. Please return this form to the Church Office immediately after your event.

Name of Group Using Advent Facility

Signature and Date

Advent Signature and Date

Comments: