Crown of Glory Lutheran Church Facilities Use Guidelines

The congregation of Crown of Glory Lutheran Church of Chaska, Minnesota, wishes to make its facilities and grounds available both for the worship of God and as part of our congregational commitment to do God's work by serving and supporting our larger community. We ask any person or group using our facility to exercise care and respect for the grounds, equipment, and other property of the Church.

Scheduling Your Event

Anyone wishing to use the Church facilities should contact the Church office initially by phoning 952-448-3230 or by email at crownofglorychaska@gmail.com . All requests for facilities use begin with the completion of the *"Facility Use Request Form"* available by in the Church office, by email, or can be found on our website at www.crownofglory.org . Completed forms can be dropped off or emailed to the Church office administrator. A fee schedule will apply.

Crown of Glory will be *unavailable* to outside groups on Wednesdays after 3 p.m. and Sunday mornings until 12 p.m. so that Church worship and events may take place without interruption or scheduling conflicts. Please take these restrictions into account when planning your event.

Requests to reserve/use the facilities or equipment are on a first come first served basis. Reservations are considered "tentative" until a request form is approved by Crown of Glory staff and a security deposit (if required) is received. Requests will be granted with the following priority:

- Crown of Glory Lutheran Church events and activities
- Crown of Glory members
- Outside groups

Please note that funerals take precedence over any planned event. In the circumstance that a funeral is planned during your scheduled event, the Church office administrator will contact you to reschedule your event.

Member Use

- Active members, member groups, and guest members of Crown of Glory may use the buildings, grounds, and equipment in a manner consistent with the Church's mission, with the approval of the Senior Pastor. Notice of two weeks is appreciated.
- All worship services; including weddings, funerals, and baptism are to be arranged in advance with the Pastoral Staff.

Non-Member Use

Use of the facilities for profit or non-profit groups shall be permitted with the approval of the Senior Pastor. Notice of two weeks is appreciated.

General Guidelines

To ensure that Crown of Glory Lutheran Church is a safe and enjoyable place for groups to gather, the following guidelines are enforced:

- The church Sanctuary shall be respected as a place of worship and shall be restricted to appropriate usage, such as musical events, award ceremonies, large group presentations, and other special events as determined by the Senior Pastor.
- Groups are expected to clean up after meetings and leave all rooms, tables, and chairs as they found them. If tables have been used for food, then tables must be washed and disinfected. Garbage should be disposed of in cans with liners. Trash dumpsters, recycling receptacles, and organics container are located in the southeast corner of the Church parking lot. Please make sure all lights are turned off (including those in the restrooms). Outside doors must also be locked, unless instructed otherwise.
- At the approval of your Facility Request, a designated contact person from your group will be required to meet with the office administrator to review the key-code entry into the building, unlocking and locking the doors for your event.
- Activities and programs are strictly limited to the space that is assigned.
- Children are never to be left unsupervised.
- Noise should be kept at appropriate levels as other groups may be using other parts of the building.
- No tape, tacks, nails or other items that would leave permanent marks are to be used.
- Security deposits will be returned after room use if the room is properly cleaned and there is no damage to the facility.
- The user will be held responsible for any damage done to church property associated with their event. Any damage should be reported immediately to the Church Office.

- The user assumes total and full liability for any and all injuries to persons attending the event and for damages or loss of user's property. Crown of Glory is not responsible for injuries or other damages that may occur while you use the building and property.
- Programs that require the use of church technology must have a church sound technician on duty. This service will include an additional charge. A request must be made in advance by at least 7 days prior to the scheduled event.
- If the use of the sanctuary piano is requested, the piano is not to be moved unless the group agrees to pay for it to be tuned after use.
- There is to be no smoking, tobacco use, or use of "vape" products in any part of the building and no use of alcohol/drugs in the building or on Church grounds. This includes the patio and parking lot.
- We are a smoke-free facility, which includes the overall building property and grounds. Smoking is only permitted at a minimum of **50 feet away** from building entrances.

Food Safety & Kitchen Usage

All food for church-sponsored events must be catered or made in the church kitchen. Food made in homes is not allowed unless the function is advertised as a "**potluck"**.

Kitchen equipment needed must be indicated on the *Facility Use Request Form* and the following guidelines are enforced:

- Community groups must provide all their own supplies, including paper and plastic products, such as plates, napkins, and plastic serving utensils. Use of church supplies is strictly prohibited.
- Dishes, pans, coffee services or other kitchen equipment are not to be removed from the building.
- Church member groups should wash and return towels. Community groups should leave dirty towels in the bin under the kitchen sink.
- Equipment that does not work properly should be reported to the Church Office.
- All equipment and surface areas must be thoroughly washed with disinfectant before leaving.
- Garbage should be disposed of in cans with liners. Dumpsters are in the church parking lot.
- Food can be stored in the church refrigerators prior to your event only by request. Please indicate on the Facility Use Request Form if you plan to use refrigerator space.
- Food designated for your event must be removed from the refrigerator at the completion of your event.
- Any remaining food left in the refrigerator will be thrown away; custodial fees will apply if you do not take responsibility to remove your left over food from the refrigerators.

Building Security

To ensure the safety of church employees, members and those who use the facilities, the church will be locked unless staff members are present. The church will be unlocked weekdays Monday - Friday by 8:00 a.m. A *Preschool Place* staff member locks the main entrance door at 6:30 p.m.

The North Entrance will remain unlocked during office hours. The West Entrance doors will be remained locked unless worship or other church activities are taking place. Please make a request through the Church Office or on the Facility Use Request Form for the West Entrance doors to be unlocked during your event.

A Building Host can be requested for events scheduled by outside groups. A Building Host fee will apply.

In the event that your group will require use of the building after 6:30pm on a weekday or on a weekend, a Key-Code will be authorized for your group to unlock the North Entrance door. In addition a designated contact person for your group can gain access to a door key to unlock and lock the North Entrance door. Following your event all unlocked doors must be locked as you depart. Please note, the building and facility use schedule will be posted at the North Entrance of the building. The *last* group to use the building will be required to lock all entrances. In order to allow member and outside groups' use of our building we require your partnership in the security of our building.

Fees

To cover the cost of utilities and custodial services, a fee structure will apply for all building use requests. A security deposit of $50 for use of the Sanctuary, Sun Hall or Kitchen is required at the time of reservation.

Room	Member	Non-Member
Sanctuary Use	$25 up to 2 hours $25/hour thereafter	$100 up to 2 hours $25/hour thereafter
Wedding Sanctuary Use	$0	$500
Wedding Sun Hall Use	$0	See "Sun Hall Use" below
Sun Hall	$25 up to 2 hours	$100 up to 2 hours

Sun Hall + Kitchen **Sun Hall continued…**	$50 up to 4 hours $25/hr thereafter	$200 up to 4 hours $25/hr thereafter
Kitchen Use	$25 up to 2 hours $25/hour thereafter	$100 up to 2 hours $25/hour thereafter
Conference Room	$15 up to 2 hours $10/hour thereafter	$50 up to 2 hours $25/hour thereafter
Emmaus Commons	$15 up to 2 hours $10/hr thereafter	$50 up to 2 hours $25/hour thereafter
Bethany Room	$15 up to 2 hours $10/hr thereafter	$50 up to 2 hours $25/hour thereafter
Building Host	$15/hr	$15/hr
Projector & Screen	$15	$15
Sound System	$50	$100
Sound System Technician	$25/hour	$25/hour
Table Rental (off-site)	$5 per table	N/A

Special Interest Groups and Building Use Fees

Community Service non-profit groups such as AA, NA, SVABW, Al-Anon step programs and other similar groups will be exempt from building use fees; Crown of Glory accepts free will offerings for building use from such groups. Other organized groups with registered non-profit status may also take advantage of the Member Fee rate. Proof of status and insurance must be provided. All officially chartered Scout groups of Crown of Glory and other related youth groups approved by the Senior Pastor are also exempt from building use fees, but are subject to damaged property fees, special request fees, custodial fees, and any other related professional fees. Crown of Glory and its staff reserve the right to charge or waive building use fees for special interest groups as it sees fit and according to our mission and membership.

Giving, Growing and Grace
1141 Cardinal Street
Chaska, MN 55318
952-448-3230

Building Use for Member/Non-Member Groups at Crown of Glory Lutheran Church

Dear Friends in Christ,

We are glad to invite you to use of the facilities of Crown of Glory Lutheran Church.

We make several expectations that users of this facility should understand:

Groups using the facility at Crown of Glory do their own set-ups and tear-downs, returning chairs, tables and rooms to the condition in which they were initially found. We employ custodial service several times a week, but not daily***. Please clean-up after yourselves so that the next group will find the space welcoming!***

The building will be locked after 6:30pm every weekday and on the weekends. It is your group's responsibility to check with the Office Administrator to obtain an access code for locked doors. Our office is staffed Monday afternoons from 12pm-3pm and Tuesday through Thursday 9am to 3pm to help you with this request.

Group Information:

What facilities/rooms do you need? _____

(Office Use Only)

Room Fee: _____

Deposit Amount: _____ Date Received: _____

Full Payment Received: _____ Date Received: _____

What date and time are you requesting? _____

Your name and/or group name: _____

Are you a member of Crown of Glory: _____ Yes _____ No *(Office Use: Member Fees Apply)*

Is this group a non-profit, support group, or designated youth group? _____ Yes _____ No

If so, please indicate which: _____

Best Email: _____

Best Phone: _____

Group Reservations:

- Facility use fees can be reviewed in the "Facility Use Guidelines" document provided by the Crown of Glory office.
- In order to "reserve" your groups space/facility use a non-refundable deposit* of $50 must be received by the church office. Reservation deposits will apply to the total fees of building use.

***Note Regarding "Member Fees" and Deposits: In the circumstance of a building use fee under $50 (See list for member fees), the remaining deposit will be returned upon the completion and final clean-up/facility use. All requests for reservations will be confirmed by the Office Administrator.**