



Building Use Guidelines

The congregation of Crown of Glory Lutheran Church of Chaska, Minnesota, wishes to make its building 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 building to exercise care and respect for the grounds, equipment, and other property of the Church.

Scheduling Your Event

Anyone wanting to inquire about building use should contact Kellie Bokusky at 952-448-3230 or by email at kellie@crownofglory.org. All requests for building use begin with the completion of the Building Use Request Form. Completed forms can be dropped off or emailed to Kellie Bokusky. A fee schedule will apply.

Crown of Glory will be unavailable to outside groups on Wednesdays after 3:00 p.m., Saturdays after 4:00 p.m. and Sunday mornings until 12:00 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 use the building or reserve equipment are on a first come first served basis. Reservations are considered "tentative" until a request form is approved by the administrative assistant or Senior Pastor 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
- Non-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 administrative assistant 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. 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 building 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. Garbage should be disposed of in cans with liners. 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 Building Use Request, a designated contact person from your group will be required to meet with the administrative assistant 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 thoroughly 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 Senior Pastor.
- The user assumes total and full liability for 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, use of “vape” products and no use of alcohol/drugs in any part of the building or on Church grounds. This includes the patio and parking lot.
- Groups using the facility at Crown of Glory do their own set-ups and teardowns, returning chairs, tables, and rooms to the condition in which they were initially found. We employ custodial service a few times a week, but not daily. Please clean-up after yourselves so that the next group will find the space welcoming!
- *Projector Information:* LG PH550 Mini Beam LED DLP Projector WXGA (1280 x 720) 550 Ansi Android OS WiDi. This projector was purchased in 2020 and is compatible with most computers.
- *Projector Screen:* 120-inch Fast Folding 4K 3D Projector Screen Stand for Movie Projection. Comes in a portable storage bag; assembly is required. Dimensions: (110 x 124 x 41.7)" (L x H x W)

No Kitchen Usage

Building Security

To ensure the safety of church employees, members and those who use the building, the church will be locked unless staff members are present. The church will be unlocked weekdays Monday - Friday by 6:30 a.m. A *Preschool Place* staff member locks the main entrance door at 5:30 p.m. when the building is unoccupied.

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 administrative assistant or on the Building 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.

If your group requires use of the building after 6:30 p.m. 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. Our office is staffed Monday through Thursday from 9:00 a.m. to 3:00 p.m. to help you with this request. Following your event all unlocked doors must be locked as you depart. Please note, the building use schedule will be posted at the North and West Entrances of the building. The *last* group to use the building will be required to lock all entrances. To allow member and outside groups' use of our building we require your partnership in the security of our building.

Fees and Fee Exceptions

To cover the cost of utilities and custodial services, a fee structure will apply for most* building use requests. To reserve your groups space, a non-refundable deposit of \$50 must be received by the church office. Reservation deposits will apply to the total fees of building use.

In the circumstance of a building use fee under \$50, the remaining deposit will be returned upon the completion and final clean-up. All requests for reservations will be confirmed by the church office.

COVID-19 Sanitizing/Cleaning: Due to the COVID-19 pandemic any request for the use of a room will be assessed a one-time cleaning fee to sanitize the room after the use of the room; \$25 for a small meeting room and \$45 for a large room. Cleaning will be provided by Crown of Glory's contracted professional cleaning services, Vanguard Cleaning Systems.

*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 for meeting; 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 for meeting, but are subject to damaged property fees, special event fees, custodial fees, and any other related professional fees. Community Service non-profit groups are exempt from COVID-19 sanitizing and cleaning 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.



Building Use Request Form

Event Date(s): _____ **Group Name:** _____

Person Responsible for the Event

Name: _____

Address: _____

Phone and Email: _____

Event Information

Arrival/Setup Time: _____

Event Start Time: _____

Event End Time: _____

Departure Time: _____

Estimated # of Attendees: _____

Event Description and Health & Safety Precautions

Requests (Check all that apply)

Member

Space Per Hour:

Sanctuary	\$20	<input type="checkbox"/>
Sun Hall	\$20	<input type="checkbox"/>
Conference Room	\$10	<input type="checkbox"/>
Bethany Room	\$10	<input type="checkbox"/>
Youth Room	\$10	<input type="checkbox"/>
Patio/East Lawn	\$20	<input type="checkbox"/>
Parking Lot	\$15	<input type="checkbox"/>

Equipment:

Mobile Projector	\$10	<input type="checkbox"/>
Screen	\$10	<input type="checkbox"/>
Mobile Projector & Screen	\$15	<input type="checkbox"/>
Table Rental (per table)	\$5	<input type="checkbox"/>
(# needed: _____)		
Easel Rental (No Fee)		<input type="checkbox"/>
(# needed: _____)		

Services:

Building Host: (/hr.)	\$15	<input type="checkbox"/>
Sound System w/ Tech	\$50	<input type="checkbox"/>

Non-Member

Space Per Hour:

Sanctuary	\$40	<input type="checkbox"/>
Sun Hall	\$40	<input type="checkbox"/>
Conference Room	\$20	<input type="checkbox"/>
Bethany Room	\$20	<input type="checkbox"/>
Patio/East Lawn	\$40	<input type="checkbox"/>
Parking Lot	\$30	<input type="checkbox"/>

Equipment:

Mobile Projector	\$20	<input type="checkbox"/>
Screen	\$20	<input type="checkbox"/>
Mobile Projector & Screen	\$30	<input type="checkbox"/>

Services:

Building Host: (/hr.)	\$20	<input type="checkbox"/>
Sound System w/ Tech	\$50	<input type="checkbox"/>

Total Room Fee:

Total Equipment Fee:

Total Service Fee:

Total Fees:

Damage Deposit:

Total Due:

By signing this document below, you are agreeing to follow the
Group Covenant outlined in the COVID-19 Preparedness Plan.

Signature of Responsible Party _____

Date of Application _____

For Office Use Only:	Deposit \$ <input style="width: 150px;" type="text"/>	Date Received <input style="width: 150px;" type="text"/>
	Full Payment \$ <input style="width: 150px;" type="text"/>	Date Received <input style="width: 150px;" type="text"/>
	Calendar <input style="width: 150px;" type="text"/>	Access Needed <input style="width: 150px;" type="text"/>