

NON-MEMBER USE OF PEACE LUTHERAN CHURCH FACILITIES

Peace Lutheran Mission Statement:

Our mission is to reach out to the people of McCook and the surrounding area.

Purpose:

To provide guidelines for the responsible use of Peace Lutheran Church's facilities and to promote respect for God's House.

1. Our Sanctuary is not available for use by outside groups except with prior approval of the Pastor and Board of Elders.
2. Events using any portion of the Peace Lutheran Church facility must be scheduled at least 2 weeks in advance with the approval of the Board of Trustees and the Pastor. Should a conflict arise, Church sponsored activities will have priority.
3. Peace Lutheran Church's audio-visual equipment is generally available for use, however the Sanctuary's Sound System requires a fee of \$25.00 and is only available if a Peace Lutheran Church operator is used.
4. Make arrangements to pick up a key from the Church Office before your event during normal business hours. Key must be returned to the Office on the first working day after your event. This applies to one time users and regularly scheduled users.
5. Storage rooms are not available.
6. Please limit your group to the area to which you have been assigned.
7. Tables and chairs may be used, but must be returned to where they were found.
8. Tabletops and countertops must be protected from cuts or stains.
9. All trash must be removed after your meeting. A city trash dumpster is located in the alley behind the Church. Trash can liners (provided by Peace Lutheran) must be replaced in trash containers.
10. All floors are to be dust mopped or vacuumed after your event, wet mopped if necessary. Your area should be left as clean or cleaner than when you found it.
11. You must furnish any materials that you may need. The Church's supplies are not to be used.
12. No Church equipment may be removed from the Church.
13. Nothing is to be taped, tacked, nailed or screwed to the walls, ceilings or doors.

- 14. Kitchen facilities will not be included in this event. If kitchen facilities are required, Peace Lutheran Church’s Kitchen Policy will apply.
- 15. No smoking is allowed in the Church building.
- 16. No alcohol is allowed on Church property.

BEFORE YOU LEAVE....

Check the Restrooms. Be sure trash is removed, water is shut off, toilets are not running, and sinks and floors are clean. Be sure that the lights and vent fans are shut off.

Take out your trash. Replace Trash can liners in trash containers. Trash can liners will be furnished by Peace Lutheran Church

Make sure all doors and windows are closed and locked

Turn out the lights.

Date: _____

We welcome you to the facilities at Peace Lutheran Church. These guidelines are intended to help you to keep our facilities clean and in good repair. Remember that you will be held responsible for any items broken or damaged.

Date(s) of your event: _____

Name of your group: _____

Officer of your group: _____

Signature: _____

Officer of Peace Lutheran Church: _____

Signature: _____