



# 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 ([kellie@crownofglory.org](mailto:kellie@crownofglory.org)). All requests for building use begin with the completion of the Building Use Request Form available in the church office and on page five of the Building Use Guidelines. Completed forms may be dropped off or emailed to Kellie Bokusky.

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
- Crown of Glory Non-Members
- Outside Groups/Individuals

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

## Member Use

- Active members and member groups may use the buildings, grounds, and equipment in a manner consistent with the church's mission. A two-week notice is appreciated.
- All worship services including weddings, funerals, and baptism are to be arranged in advance with the Pastoral Staff.

## Non-Member Use

- Visitors, for-profit, and non-profit groups may use the buildings, grounds, and equipment in a manner consistent with the church's mission with the approval of the Administrative Assistant or Senior Pastor. A two-week notice 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 usages, such as musical events, award ceremonies, large group presentations, and other special events.
- 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, the tables must be washed and disinfected. 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 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 Senior Pastor.
- The user assumes total and full liability for any injuries to persons attending the event and for damages or loss of the 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 at least 7 days before 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 are required to set up and tear down their requested space as needed, returning chairs, tables, and rooms to the condition in which they were initially found. We employ custodial service a couple of 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)

## **Food Safety & Kitchen Usage**

All food for church-sponsored events must be catered to 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 Building Use Request Form and the following guidelines are enforced:

- Community groups must provide all their 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.
- The ovens may only be operated by adults. The stovetop may be operated by those 16 years of age and older.
- 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 Administrative Assistant.
- All equipment and surface areas must be thoroughly washed with disinfectant before leaving.
- Garbage should be disposed of in cans with liners. Please reference posted signs for proper disposal.
- Food can be stored in the church refrigerators before your event only by request. Please indicate on the Building Use Request Form if you plan to use refrigerator space.
- Food designated for your event must be removed from the refrigerator after 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 building, the church will be locked unless staff members are present. The north entrance door will be unlocked on weekdays, Monday – Thursday, from 9:00-5:00 p.m.

The west entrance doors will remain 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 the use of the building after 5:00 p.m. on a weekday or 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. 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 group's space, a non-refundable deposit of \$50 must be received by the church office. Reservation deposits will apply to the total fees for 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.

\*Community Service non-profit groups such as AA, NA, SVABW, AI-Anon step programs, and other similar groups will be exempt from building use fees for meetings; 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 meetings but are subject to damaged property fees, special event 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.



## Building Use Request Form

**Event Date:** \_\_\_\_\_ **Group/Event 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**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requests (Check all that apply)**

Member

**Room Per Hour:**

- Sanctuary \$20
- Sun Hall \$20
- Kitchen \$20
- Sun Hall & Kitchen \$25
- Bethany Room \$10
- Conference Room \$10
- Emmaus Commons \$10
- Youth Room \$10

**Equipment:**

- Mobile Projector \$10
- Screen \$10
- Mobile Projector & Screen \$15
- \*Table Rental (per table) \$5   
(# needed: \_\_\_\_\_)
- \*Easel Rental (No Fee)
- (# needed: \_\_\_\_\_)
- \*Bounce House \$50

**Services:**

- Building Host: (/hr.) \$15
- Sound System w/ Tech \$50

\*For offsite use. Please indicate equipment pick up time and drop off time in the Event Description section. Bounce house rental is for a maximum of three days.

Non-Member

**Room Per Hour:**

- Sanctuary \$40
- Sun Hall \$40
- Kitchen \$40
- Sun Hall & Kitchen \$50
- Conference Room \$20
- Emmaus Commons \$20
- Bethany Room \$20

**Equipment:**

- Mobile Projector \$20
- Screen \$20
- Mobile Projector & Screen \$30

**Services:**

- Building Host: (/hr.) \$20
- Sound System w/ Tech \$50

Total Room Fee:

Total Equipment Fee:

Total Service Fee:

Total Fees:

Damage Deposit:

**Total Due:**

Signature of Responsible Party

Date of Application

<b>For Office Use Only:</b>	Deposit \$ _____	Date Received _____
	Full Payment \$ _____	Date Received _____
	Calendar _____	Access Needed _____