

# Facility Policies and Guidelines

Zion Evangelical Lutheran Church  
265 North Enola Drive, Enola Pa. 17025-2298  
(717)-732-9652

## Our Philosophy

The facilities at Zion Evangelical Lutheran Church (hereafter referred to as Zion), including the sanctuary, fellowship hall and kitchen have been constructed for the glory and worship of God, to serve the worship, fellowship and social needs of the congregation. Additionally, Zion's congregation has a sincere desire to be of service to the surrounding community.

It is our belief that as we serve each other and our neighbors, we serve Christ. For this reason, our facilities are open to members of Zion and non-members for constructive use. All requests are subject to evaluation and approval by the congregation council. All fees, terms and conditions are subject to adjustment by the congregation council upon request, on a case by case basis. Congregational functions will receive priority over non-congregational activities.

## Definitions

The words "member" and "membership" in this document mean a member of the local congregation of Zion Evangelical Lutheran Church, as defined by our constitution. Members are classified as baptized, confirmed, voting or associate members. See our constitution chapter 8, section 2 for all clarifications. Any person who does not meet the requirements in our constitution is a non-member.

Any group or organization specifically sponsored by Zion will be considered a member. Any group or organization not specifically sponsored by Zion is a non-member. Non-members include individuals who are not members of the congregation, non-profit organizations and for profit organizations.

## Requesting Use of the Facilities

All requests for use of the sanctuary, fellowship hall, kitchen, class rooms or other church facilities by congregational members or non-members for non-church use and organizations should be made in writing on the **Request to Use Facilities** form provided and submitted to the church secretary. The church secretary will advise the applicant of the availability of the requested facility, and arrange to have an authorized representative of that group make any necessary payments of fees and sign the **Request to Use Facilities** form.

The congregation council meets the second Monday of each month; therefore the request should be submitted to the church office or placed in the council mailbox in a timely fashion. After the monthly congregation council meeting, the church secretary will advise the requesting group of approval or denial of the request for use and any applicable charges.

## Members, Non Members and Zion-sponsored Groups

Members may request the use of the church facilities for a wedding, family gathering, or other appropriate private event. Permission to use the facilities will be approved by the congregation council of Zion. Members must schedule use of the facilities through the church office, following the procedure in 3.0. Parents or grandparents who are members may reserve the facilities for use by their children or grandchildren, regardless of the membership of the children or grandchildren. Children or grandchildren may reserve the facilities for use by their parents or grandparents, regardless of the membership of the parents or grandparents.

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Any individual, family, or group that is NOT a member of Zion or not sponsored by Zion may request the use of the church facilities for a wedding, family gathering, community meeting, or other appropriate private or group event. Permission to use the facilities must be approved by the congregation council of Zion.

Appropriate sexton's fees will be charged according to the event. Fees may be reduced or waived at the discretion of the congregation council, which meets only on the second Monday of each month. Only the sexton may waive sexton's fees. A non-member whose sexton's fees are waived may be charged after the event if clean up by the user is not satisfactory and the facility used is not left clean and orderly, as determined by the sexton. It is expected that all equipment will be properly cared for and returned to its customary location. Any damage to equipment or property should be reported to the sexton or church office and replaced or repaired by the user as approved by the council.

Any person(s) or group(s) wishing to use any of the facilities and charging a fee or making a profit must schedule their use of the facilities through the church office following the procedure in 3.0. The facilities use fee will be set by the council in proportion to the size of the group, what rooms they use, the length of the meeting, and the frequency of the meetings. There will be no additional sexton's fees. Long-term contracts may be arranged.

Requests from for-profit organizations must be approved by the congregation council of Zion. The congregation council meets the second Monday of each month; therefore the request should be submitted to the church office or placed in the council mailbox in a timely fashion. After the monthly congregation council meeting, the church secretary will advise the requesting group of approval or denial of the request for use, and of the charges.

It is expected that members will make a donation to Zion to help defray the wear and tear, maintenance, utility, and other expenses resulting from their use of the facilities, as well as to cover future replacement costs of equipment and furnishings.

## Contact Person's Responsibilities

The contact person signs the *Request to Use Facilities* form and will be responsible for the following items:

- 1) Arrive before the starting time noted on the "Request to Use the Facilities" form
- 2) Ensure that the building is occupied for the time requested and only in the appropriate areas.
- 3) Notify appropriate church person when ready to vacate the building.
- 4) Re-set all furniture, leaving the facilities, including the kitchen as it was found.
- 5) Put trash outside in the trash corral.
- 6) Leave when church personnel arrive to lock the building.
- 7) Inform the sexton and church office of any incidents, unusual events, improper usage, breakage, etc.

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## Donations and Fees

	Member	Non-Member	Non-Member Time Constraint
Sanctuary	Donation Appreciated	\$100 – up to 4 hours	\$25 per hour any time over 4 hours
Classroom	Donation Appreciated	\$20 – up to 4 hours	\$30 (more than 4 hours)
Fellowship Hall	Donation Appreciated	\$50	\$25 per hour any time over 4 hours
Kitchen, full use, your caterer	Donation Appreciated	\$50	
Kitchen, serving only	Donation Appreciated	\$25	

## Personnel and Equipment Fees Required for the Use of the Facilities

The personnel and equipment fee required for the use of the facilities are due **one week before the event**. The check should be made payable to the personnel assigned. The fees are as follows:

	Member	Non-Member
Sexton (Sanctuary)	\$50	\$50
Sexton (Fellowship Hall)	\$50	\$50
AV Technician	\$10/hour	\$10/hour

## Use of the Kitchen

All uses of the kitchen must comply with county and state regulations.

Rules regarding the use of the kitchen will be found posted in the kitchen.

The Women of Zion have oversight responsibilities for the use of the kitchen. Anyone wishing to use the kitchen, or equipment in the kitchen must have been contacted by the Women of Zion prior to the event.

## Use of A/V Equipment

Requests for use of any audio/visual equipment must be included in the Request to Use Facility form. No A/V equipment may be used without the use of an A/V technician designated by the congregation.

## General Rules/Additional Information

All uses of Zion must meet county and state regulations.

Persons or groups using any of the facilities should confine their activities to the areas approved and the restrooms.

Parking is allowed only in designated parking spaces. As at any public facility, handicap placards are required to use the handicap parking spaces. Fire lanes and driveways must be kept clear at all times. Groups whose members consistently ignore parking regulations may have their permission to use the facilities rescinded.

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Any group using the facilities may request use of the nursery/toddler areas for pre-school age children. The group must have at least two (2) mature, responsible people present with the children at all times, and children must remain in the nursery/toddler area or be with their parents.

Any group of youth under the age of eighteen (18) using the facilities must be accompanied by at least two (2) adults or advisors over the age of eighteen (18) who have accepted responsibility for the group.

Food or drink is only permitted with prior approval.

Any broken equipment or damage to the facility is the responsibility of the user/ group and should be reported immediately to the sexton or the church secretary.

The noise level of any activity should not interfere with any other activity that might be held at the same time.

Zion is a drug, alcohol (other than approved by congregation council), firearms and tobacco free facility. Anyone who is found drinking, smoking, using or under the influence of illegal drugs while on the premises may be asked to leave, and appropriate legal action may be taken. Groups whose members repeatedly violate this policy will be denied further use of the facilities.

Groups sponsored by Zion will not be charged to use any facilities, but may be charged appropriate sexton's fees if clean up by the group is not sufficient and the facilities are not left neat and orderly.

Every group that uses facilities at Zion must schedule their use of the facilities through the church office. Non-member groups must have a current Request to Use Facilities form on file in the office.

The congregation council reserves the right to impose, modify, or waive fees for the use of the facilities of Zion. Any individual, group, or organization may request modification of fees from the congregation council at a regularly scheduled meeting, the second Monday of each month. The president of the council should be contacted before the meeting so that the request may be added to the agenda.

The congregation council reserves the right to determine whether any specific use of the facilities is appropriate and to prohibit any individual, group, or organization from using the facilities.

The congregation council reserves the right to rescind permission to use the facilities for the following reasons:

- The purpose or meeting purpose of the renter is not compatible with the values, goals, aims, and methods of Zion or the ELCA.
- The group or organization does not use the facilities as stated in its initial building use request.
- Does not leave the facility clean and orderly
- Its activities are found to be immoral or illegal.

Any questions regarding interpretations of this document or the policies therein will be determined by the congregation council.

The congregation council reserves the right to change this document and any attachments at any time, including required fees and requested donations. However, existing agreements will be "grandfathered" until the existing "Request to Use Facilities" document expires. (One year from request, two years for weddings.)