

**Policies and Guidelines for the  
use of the facilities of  
St. Mark's Evangelical Lutheran Church**

**INTRODUCTION:**

The use of the facilities of this congregation by any group, organization, or individual beyond this congregation's own mission and ministry programs shall be a privilege granted by the Congregation Council to those who apply for such use and agree to abide by these policies and guidelines. This congregation understands that making its facilities available to groups, organizations or individuals within the community in which it is located is a means of fulfilling part of its mission and ministry to this community. It is not, however, the mission of St. Mark's Evangelical Lutheran Church to provide the use of its facilities to nonmembers for personal purposes except for wedding receptions or funeral meals. Facilities are available to members for significant life events i.e.; birthdays, anniversaries, reunions etc. Sponsorship by members for the use of the facilities by non-members is discouraged.

**Policies and Guidelines**

1. The use of the facilities of this congregation is extended to those groups, organizations or individuals who meet the following criteria:
  1. non-profit
  2. human services oriented
  3. community and volunteer based
  4. accountable to a governing board or set of principles generally acknowledged by the larger community and/or the Congregation Council of St. Mark's Lutheran Church

Any exceptions to these criteria must be reviewed and approved by the Congregation Council which meets the second Tuesday of each month.

2. All requests for use of the facilities should be submitted to the Parish Secretary and will be managed through the current policies and guidelines for use. The "Facilities Use Request Form" will then be reviewed by the Congregation Council which will either grant approval or deny use of the facilities of this congregation. All items of information on this form must be completed in full before the request will be considered.

If a request is denied, the person making the request shall be informed of the denial and the Congregation Council's reason for denial by the Parish Secretary. The "Facilities Use Request Form" must be submitted for the Congregation

Council's approval prior to the beginning of the use of the facilities. Any exception to these procedures must be approved by the Congregation Council.

When there are multiple requests for the same space on the same date and time, priority shall be given to:

1. Requests already approved by Congregation Council
2. Date of submission of the completed request form to the Parish Secretary
3. Members of the congregation

The programming of the Church must be incorporated into the Facilities Use schedule; therefore recurring requests must be submitted annually. It will be the responsibility of each group, organization or individual to initiate this process.

The calendar year for recurring events at St. Mark's Lutheran Church will begin in September. The requests will be approved by the Congregation Council following the same procedures as previously outlined. The Congregation Council reserves the right to not approve a resubmitted request. Any group, organization or individual whose resubmitted request is not approved will be given 60 days from the time of notification to cease use of this congregation's facilities. Any exception to these procedures must be approved by the Congregation Council.

4. It is the understanding of the Congregation Council that all groups, organizations and individuals will be held responsible and accountable for any and all damages done to those facilities and items of equipment which can be directly connected to the negligence and actions of that group, organization or individual using the facility at the time such damages occur. It will be the responsibility of that group, organization or individual to report such damage as soon as possible and fill out a "Facilities Damage Incident Report". Failure to comply with this principle will negate that group's, organization's or individual's privilege to continue the use of these facilities.
5. Only those areas of the facility requested and approved will be open and accessible for the use of that group, organization or individual. The "responsible person" will be expected to meet with a staff member of the congregation to walk through the facilities, areas designated for use, and understand safety procedures and security concerns (interior and exterior) before beginning use of the facilities. These areas, procedures and concerns will be specified at the time of notifying the group, organization or individual of the Congregation Council's approval and shall not be deviated from unless a revised "Facilities Use Request Form" is submitted for approval by the Congregation Council. All specified guidelines accompanying the approval notification will be kept on file and adherence by the group, organization or individual will be expected. Failure to comply with these understandings and specifications will negate that group's, organization's or individual's privilege to continue the use of these facilities.
6. Due to the fact many groups use these facilities on an ongoing basis, every group, organization or individual who uses them will be expected to:
  1. put away all supplies and/or materials and return all furniture to its original location
  2. return thermostat(s) to original settings and turn off all lights.
  3. use care in hanging any items. The hanging of signs on the walls with anything other than 4. Scotch brand wall mounts is prohibited.
  5. Provide full supervision of any persons under the age of 18.

Failure to abide by this general understanding of good stewardship and care of our facilities will negate that group's, organization's or individual's privilege to continue the use of these facilities.

7. Only the individual submitting the request form or the individual who is the "responsible person" for the group or organization will be given an exterior key to provide entrance and security. That person must:
  1. be an adult with an address and telephone number on record
  2. sign our "key release" form kept in the files of this congregation
  3. understand these policies and guidelines
  4. never, under any circumstances, give that key to any other individual without prior notification of the staff of the congregation.

No group, organization or individual will be assigned areas for use of these facilities which require an interior key. Failure to comply with these agreements will negate that group's, organization's or individual's privilege to continue to use these facilities.

8. Use of the sanctuary or kitchen facilities of this congregation will require special permission and will be granted on a “per use” basis as the staff of this congregation sees fit to approve. Those guidelines for use of these specific facilities will be followed. Failure to comply with these understandings will negate future use of these specific facilities and items of equipment.

When a service of worship is held in the facilities of St. Mark’s by a group, organization, or individual that includes the celebration of a Sacrament of the Lutheran Church (Holy Baptism or Holy Communion) the pastor of St. Mark’s will be consulted at least 30 days in advance. The pastor will review and approve proposed liturgies for all worship services held in St. Mark’s facilities.

9. Use of any specialized equipment, such as audio-visual (including but not limited to sound system and projection system) and computer equipment, will require special permission and will be granted on a “per use” basis as the staff of this congregation sees fit to approve. When any specialized equipment is used, such use will be under the direct supervision of a St. Mark’s trained AV Technician. It will be responsibility of the group, organization, or individual using the facilities to remunerate the AV Technician at a rate of \$50 per day (up to 8 hours constitutes a day). Requests for the use of specialized equipment must be made at least 30 days in advance. The staff of St. Mark’s will assign an AV Technician for each use. As with the facilities, any repair of any damages to items of equipment will be the responsibility of the group, organization or individual making use of that equipment. Telephones are *not* to be used except in the case of an emergency. Phone company records will be checked to make sure that personal calls are not being made from this facility. Failure to comply with these understandings will negate future use of these specific facilities and items of equipment.
10. Because of the number of different groups, organizations and individuals who use these facilities, communication with the staff of this congregation will be expected when any changes (arrival time, responsible person, size of group, ending time, etc.) occur with that group or organization.
11. This is a “SMOKE FREE” facility. At no time is smoking allowed in or within 20 feet of these facilities. Groups congregating outside during breaks are expected to keep the grounds of the congregation clean and litter free.
12. Groups, organizations and individuals should be aware that others will be using different areas of the facilities, thus attention should be given so as not to disrupt other groups.
13. There may be times within the worship life of the congregation or special events in the life of the congregation which will take precedence over previous commitments and which will change the location, time or date when a group, organization or individual will be able to use the facility. As much prior notice as possible will be given at such times.
14. Each group, organization or individual is responsible for understanding and implementing these policies and guidelines, as well as being familiar with the various forms and specific guidelines which serve to implement the procedures and understandings contained herein. Proper affixed signature of responsible person shall indicate familiarity and acceptance of these policies and guidelines.
15. Decisions for the use of alcoholic beverages at other occasions shall be made by the Congregation Council on an individual request basis. Such requests shall be submitted to the Congregation Council at least 60 days prior to the occasion.
16. Whenever this facility is used, there are costs incurred by the congregation. Therefore, we offer a suggested donation for groups, organizations, or individuals who use our space:

- One time use of the Parish Hall - \$50
- One time use of other facilities - \$25
- On-going use of the Parish Hall - \$75/month
- On-going use of other facilities - \$40/month

# FACILITIES USE REQUEST FORM

St. Mark's Evangelical Lutheran Church  
409 White Horse Pike, Oaklyn, NJ 08107  
Phone 856-854-7959 ♦ FAX: 856- 477-2040

This form must be completed in full and returned for review and action by **the Congregation Council of St. Mark's Evangelical Lutheran Church**, which meets on the 2nd Tuesday of each month. Submitting this form for the Congregation Council's action indicates that the responsible parties requesting use of these facilities have read and agree to all aspects of the document, *"Policies and Guidelines for the Use of the Facilities of St. Mark's Evangelical Lutheran Church"*, updated and approved on June 11, 2013.

Today's Date: \_\_\_\_\_

Name of Group, Organization or Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Type of Organization: \_\_\_\_\_

Sponsoring Agency, Organization or Governing Entity: \_\_\_\_\_

Person making request: \_\_\_\_\_

Person present at all times and in charge of meetings: \_\_\_\_\_

Relationship to group or Organization:

**Person Making Request**

**Person in Charge**

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: W: \_\_\_\_\_ H: \_\_\_\_\_

W: \_\_\_\_\_ H: \_\_\_\_\_

Purpose of Group, Organization or Individual: \_\_\_\_\_

Persons to be served by this request: \_\_\_\_\_

## DETAILS OF REQUEST:

**Recurring Request:**       Weekly       Monthly       Yearly

Date/Day(s) \_\_\_\_\_ Time(s): \_\_\_\_\_

**One-time Request:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of People expected to attend: \_\_\_\_\_ Room Size Needed: \_\_\_\_\_

What do you plan to offer as a donation? \_\_\_\_\_ Weekly      Monthly      Yearly

What specialized equipment (see paragraph 10) will be used? \_\_\_\_\_

Other details or information: \_\_\_\_\_

## Insurance Agreement

Any group, organization or individual shall be required to agree to save harmless St. Mark's Evangelical Lutheran Church by reason of any claim or damages asserted against the church by any party because of that group's, organization's or individual's use of these facilities. Evidence of proper insurance may be required to back up this save harmless agreement.

Signed: \_\_\_\_\_  
Responsible Person

\_\_\_\_\_ Group,  
Organization or Individual

Insurance Carrier \_\_\_\_\_  
\_\_\_\_\_

Policy #: \_\_\_\_\_

Date: \_\_\_\_\_

For St. Mark's Evangelical Lutheran Church: \_\_\_\_\_  
Title

(Original copy of request form and this document will be kept on file in the parish office of St. Mark's Evangelical Lutheran Church, and copies shall be given to the responsible person or individual making request for use of these facilities.)

# FACILITIES USE DAMAGE INCIDENT REPORT

Date: \_\_\_\_\_

Person Filing this report: \_\_\_\_\_

Name of Group, Organization or Individual responsible: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_ Responsible

Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Description of Damage: \_\_\_\_\_

\_\_\_\_\_

Please write any and all other details or items of information relative to the damage and the cause of said damage:

\_\_\_\_\_

Insurance Carrier of this Group, Organization or Individual, or of the Sponsoring Agency or

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE NOTE:** Failure to comply with the policies and guidelines governing the use of these facilities will negate that group's, organization's or individual's privilege of using these facilities. Please fill in all requested items of information on this form.