

Glory Lutheran Church Facility Rental Policy

Policy

The Glory Lutheran Church facilities, grounds and property (the “**Facilities**”) may be rented in accordance with the constitution, by-laws and policies of the congregation.

References:

Glory Lutheran Church constitution and bylaws, Council Committee Descriptions and Review Processes, Church Council Policy and Procedures, constitution, bylaws and enactments of the Evangelical Church in Canada and the Synod of Alberta and the Territories.

Preamble

Glory Lutheran Church is a congregation united in its confession of faith to be followers of Jesus Christ. (Schedule “1” – Confession of Faith) We endeavor as a family of believers to carry out our purpose and mission in a way that glorifies God and uplifts and supports each other in prayer and loving community.

The purpose of Glory Lutheran Church is to glorify God by following and sharing God's Word as a loving community.

We are a community of faith with a mission! Article III of our constitution, Nature and Mission, outlines in five areas (Worship, Learning, Witnessing, Service and Support) what God wants us to accomplish while we are here on earth. The essence of that mission statement can be expressed in the phrase:

Reaching Up... Reaching Out... Reaching In...

Reaching Up... The Glory Lutheran Church building and grounds are dedicated to the glory of God, and for the furtherance of the gospel in our community. Their primary function is for worship, the study of the Word of God, for evangelistic outreach and for the fellowship and recreational needs of the congregation.

Reaching Out... One component of our mission is to impact positively the lives of people in the community by providing services that exemplify Christ-like ethics, qualities and life style. As an outreach tool, we endeavour to make the Facilities available to the Christian community and to the general public with the understanding that all activities (e.g. services, concerts, social functions, or sports events) will be conducted in a manner that are pleasing to God and respect the beliefs, values, policies and teachings of the congregation and the Evangelical Lutheran Church In Canada.

Reaching In... Through worship, small groups and an environment of caring, respect and love that permeates throughout all aspects of the church, the congregation receives intimate community, practical help, personal support and intensive spiritual interaction.

Glory Lutheran members have generously contributed time and resources to build and maintain the Facilities. Any policies and procedures we have in place are to ensure that our beliefs are respected and that the Facilities will remain in excellent condition for many years of service.

Prioritizing of the Facilities' Use for Glory Lutheran Church

1. Glory Lutheran Church bylaws stipulate in Part V – Use of the Church Property
 - a. **Section 1.** The property of the congregation shall be for the use of the congregation in its normal functions as a Lutheran Church and shall not be used in any way not in harmony with the purpose of the congregation.
 - b. **Section 2.** Buildings which are the property of the congregation shall not be lent or rented to any group or individual not affiliated with the congregation or with the Evangelical Lutheran Church in Canada, unless application for such use be approved by the Church Council by a

majority vote in the case of a request for occasional use, or by a two-thirds majority vote in the case of regular use.

- c. **Section 3.** Ceremonies of Lodges or other similar organizations shall not be permitted in the church or on the church premises of this congregation.
2. The Glory Lutheran Congregational Church Council is responsible to the members of the congregation for the use, maintenance, and repairs of the church building, and will set fees and establish the limits and controls to make the best use of the Facilities. (Schedule “2” – Rental Agreement).
3. The first use of the Facilities shall be for the ministries, programs and activities of Glory Lutheran Church and its affiliated associations. Glory Lutheran Church ministry leaders are responsible to schedule events in the Master Calendar. Once the calendar year has begun, reservations are scheduled on a “first come, first served” basis.
4. Subject to availability, the Facilities are available for use by the general membership of the church, other charities, not-for profit groups, companies and organizations, the community and other groups provided that their use and program content is harmonious with Glory Lutheran Church’s beliefs and consistent with the church constitution and policies.
 - a. **Glory Ministry Sponsored Events:** The primary and first use of the Facilities of Glory Lutheran Church shall be for the ministries, programs and activities of Glory Lutheran Church and its affiliated associations. In-house events include but are not limited to Glory Lutheran Church ministry sponsored activities in which members, their extended families and friends participate (e.g. worship, ministries for men, women, children, youth and seniors, pastoral care, education programs, Bible Studies, baptisms, funerals, mission projects, church sponsored events like baby and wedding showers, anniversary celebrations). There is no rental fee for church ministry sponsored events.
 - b. **Glory Member Events:** Activities sponsored by Glory Lutheran Church members including but not limited to weddings, birthday parties, anniversaries or wedding receptions will be considered based on availability. Members of the congregation participate in the events along with extended family and family friends. All activities must be in harmony with the beliefs, values, purposes and teachings of Glory Lutheran Church. These events are subject to application, approval and a rental fee.
 - c. **Non-member Sponsored Events:** Outside rentals include other charities that have similar purposes and objectives, non-charitable and non-profit organizations. These groups may rent the Facilities provided the group’s purpose and activities are in harmony with the beliefs, values, purposes and teachings of Glory Lutheran Church. These events are subject to application, approval and a rental fee.
 - d. **All For-Profit Sponsored Events:** All for-profit rental requests that are in harmony with the beliefs, values, purposes and teachings of Glory Lutheran Church will be considered on an availability status. (E.g. Christian bookstores, Christian day-care, music studios). These events are subject to application, approval and a rental fee.
 - e. **Government Events:** Government sponsored events are limited to blood donor clinics, polling stations, public information forums and public education sessions operating through government agencies. Government sponsored events must not conflict with a church event and/or the beliefs and values of the church. These events are subject to application, approval and a rental fee.
 - f. **Groups/Individuals/Events ineligible to Rent Facilities:** the Facilities are not available for rent by:
 - i. Individuals of the general public whose beliefs and values are not in harmony with those of the church;
 - ii. Profit-driven activities or events (e.g. Corporate trade show);

- iii. Groups engaging in partisan political campaigns (e.g. Election campaign rally);
 - iv. Ceremonies of Lodges or other similar organizations shall not be permitted in the church or on the church premises of this congregation; and
 - v. Other groups that are not in harmony with the Glory Lutheran Church mission, beliefs values, purposes and teachings.
5. The Congregational Council reserves the right to deny the use of the Facilities to any person(s) or group(s) for activities or conduct that it feels does not conform with the beliefs, purposes, values and teachings of the church.
 6. Glory Lutheran Church reserves the right to visit the event to ensure compliance. Further, Glory Lutheran Church reserves the exclusive right to cancel or stop activities if they are not in compliance with criteria agreed to in the Rental Agreement between Glory Lutheran Church and the applicant (the **"Renter"**).
 7. The use of the Facilities for a funeral will be permitted on a mutually acceptable date if:
 - a. The funeral is approved by the pastor of Glory Lutheran Church;
 - b. The pastor of Glory Lutheran Church officiates, or the pastor of Glory Lutheran Church officiates in partnership with clergy of another church that is in association with or ecumenically involved with Glory Lutheran Church; and
 - c. All funerals and officiating ministers must be approved by the pastor and must be theologically in agreement with the beliefs of the Glory Lutheran Church Congregation.
 8. The rite of marriage is a Christian celebration. The use of the Facilities for a wedding will be permitted on a mutually acceptable date if:
 - a. The wedding is approved by the pastor of Glory Lutheran Church;
 - b. The pastor of Glory Lutheran Church officiates, or the pastor of Glory Lutheran Church officiates in partnership with clergy of another church that is in association with or ecumenically involved with Glory Lutheran Church;
 - c. All weddings and officiating ministers must be approved by the pastor and must be theologically in agreement with the beliefs of Glory Lutheran Church Congregation.
 - d. The couples are Christians who wish to be joined in holy marriage in the sight of God and within the Glory Lutheran Church faith community;
 - e. The wedding adheres to the definition of marriage by the Glory Lutheran Church Congregation as being between a man and a woman; and
 - f. Couples preparing for marriage are expected to meet with the pastor, who will work with them to prepare the service and plan for marriage preparation counseling.

Facilities and Equipment Use:

1. During any rental or program requiring use of the Facilities (the **"Event"**), a designated Glory Lutheran Church host must be present in the Facilities at all times (the **"Facility Host"**). The responsibilities of the Facility Host include:
 - a. Opening the Facilities;
 - b. Responding to the Renter's questions, issues and requests;
 - c. Ensuring compliance with the Rental Agreement;
 - d. Completing and filing incident reports for any accidents, injuries and property damage; and
 - e. Closing and locking the Facilities after the Event.
2. **Reservations:**
 - a) All Events at the Facilities must be scheduled through the Facility Events Coordinator identifying all details including date, time, equipment, room(s), and special needs.
 - b) All scheduled dates will be subject to cancellation unless all necessary forms and fees are received and signed within ten (10) business days of booking the Event. If the fees and forms are not received in a timely manner, the reservation may be changed or cancelled. Glory Lutheran Church is first and foremost about ministry. We wish to give our ministries adequate time and opportunity to schedule the Facilities as needed.

- c) Advance reservations for the future budget year will not be allowed without special approval by the Congregational Church Council. After the church calendar has been set for the year, Events will be scheduled on a “first come, first serve basis”.
 - d) Time allotments for the room will include 30 minutes set up and 30 minutes take down of equipment and decorations in the quoted price. If time is exceeded, further charges may incur. Events will never preempt Worship Service.
3. **Deposits and Rental Agreement:** To reserve the Facilities, a rental contract in the form of Rental Agreement attached hereto as Schedule “2” (the “**Rental Agreement**”) must be signed and the deposit paid (the “Booking Deposit”) to Glory Lutheran Church. The Booking Deposit should be given to the Facility Events Coordinator or mailed to Glory Lutheran Church to the attention of the Facility Events Coordinator.
- a) Cancellation up to 1 week prior to the Event – the Booking Deposit will be returned to the Renter.
 - b) Cancellation within 1 week of the Event by the Renter – the Booking Deposit is forfeited.
4. **Returned Payments:** There will be a service fee as per Schedule “2” for NSF or returned payments. In the event of a declined payment, all previous agreements and reservations may be declared null and void by the Glory Lutheran Church. The booking deposit will not be refunded.
5. **Responsible party:** Every Event must have two appointed persons as responsible parties, who shall:
- a) Be the contacts for the Renter and will be responsible for signing the Rental Agreement on behalf of the Renter, enforcing the Rental Agreement and providing supervision at the Event;
 - b) Be held responsible for payment of rental fee and other charges, if any;
 - c) In addition to the Renter, be financially responsible and liable for personal injuries, damage to personal property, damage to the Facilities or equipment and additional maintenance or clean up costs;
 - d) Ensure that the Facilities or equipment is restored to pre-rental condition, at the end of the Event;
 - e) Be present at the Event;
 - f) Submit, on behalf of The Renter, proof of liability coverage prior to date of the Event.
Absence of this document will render the application null and void;
 - g) Ensure that a responsible individual representing the Renter shall be in the Church building 15 minutes before each Event;
 - h) Shall be responsible for seeing that the Event is confined to the Facilities made available; and
 - i) Not transfer the Rental Agreement to another user.
6. **Insurance and liability:** The Renter is liable for any damage, accidents and/or injuries caused by or during the Event (each of which is referred to as an “**Incident**”).
- a) Glory Lutheran Church is not financially responsible for any Incident;
 - b) Each Renter is required to arrange for and provide proof of its own insurance to use the Facilities at least 48 hours prior to the Event. If an insurance certificate for a minimum of \$1,000,000 is not provided by the Renter, the approved application will be revoked. ***This is not open to negotiation, as Glory Lutheran Church’s insurance does not provide coverage for rental groups or their participants.***
 - c) During the use and occupation of the Facilities, the Renter shall indemnify and save harmless Glory Lutheran Church against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the Facilities directly or indirectly as herein set forth, or by reason of or as result of the acts of it or its servants or employees or the attendees at the Event.
7. **Capacity:** Renters must abide by the capacity codes for Glory Lutheran Church. Users will not sell or distribute tickets, passes or registration badges in excess of the capacity of the Facilities. The capacity limits are the following:
- a) Sanctuary – 308
 - b) Narthex – 180

- c) Board Room – 25
- d) Sunday School Room C – 15
- e) Sunday School Room B – 25
- f) Youth Room - 6

8. **Basic room equipment:** Rental spaces will have furniture and equipment.
 - a) All church assets and equipment are to remain on the Facilities. All indoor assets and equipment will remain in the building. Approval may be obtained for use of indoor assets and equipment on the Church grounds through the Facility Events Coordinator.
 - b) Rooms equipped with movable walls must stay closed and in place if no prior arrangements were made between the Renter and the Facility Events Coordinator. Movable walls must be moved or opened by Glory Lutheran Church members only.
 - c) Any alternative equipment needs outside of the standard equipment available for each room will require special approval and may be subject to additional fees.
 - d) Renters shall not tamper with school equipment, displays, material or whiteboards and shall in general leave instructional areas in the same way they were found.

9. **Sunday School and Board Room Rentals:** Room rentals of these spaces are not charged for clean up, set up or take down of furniture. Renters are responsible for returning the room to the pre-rental condition. Any set up outside of the room's normal set up will be the responsibility of the Renter. Arrangements for set up can be made by contacting the Facility Events Coordinator and are subject to an additional fee.

10. **Kitchen Use and Food Policies:** The kitchen facility at Glory Lutheran Church is an industrial kitchen.
 - a) The kitchen is available to Renters for a fee;
 - b) Outside caterers may be used to cater Events. If the kitchen is used as a staging area or for food preparation, a fee will be assessed and clean-up will be required;
 - c) The serving of food and beverage is allowed in all rental areas of the Facilities, with the exception of the sanctuary or near technical equipment;
 - d) Storage of food in the kitchen prior to the Event must be identified on the Renter's application.
 - e) The use of table linen is available for a fee.
 - f) The dishwasher and stove may only be used by authorized users.

11. **Childcare facilities:** The childcare facilities are not normally available for rental use. If childcare space is required, notice must be given at the time of application.

12. **Audio Visual and Sound Equipment:** An experienced Glory Lutheran Church technician must operate all audio and visual equipment for Events. Outside operators are not allowed to use or to attach equipment to our system. Additional charges shall apply if a technician is required for the Event.

13. **Outside Media, Music and Materials Approval:**
 - a) All music, media, materials and presentations must be provided to the Pastor for review. Materials found to conflict with the beliefs and general philosophy of Glory Lutheran Church will be prohibited.
 - b) Any flier, public announcement or other marketing tools for an Event held at Glory Lutheran Church must have prior approval by the Facility Events Coordinator. Failure to obtain prior approval may result in cancelation of the Event.

14. **Decoration:** Decorations are defined as any material placed on Facility surfaces that were not in place prior to the Event. All decorations, signs, posters and methods of attachment must be approved by the Facility Event Coordinator prior to the Event and removed immediately after the Event.

15. **Guests:** The conduct of all persons attending Events at Glory Lutheran Church will be respectful of the church members, volunteers and the Facilities.
 - a) Guests and activities are restricted to the rented area in the Facilities.
 - b) Each Renter is responsible for the behavior of its own guests and participants.

- c) Children in attendance must either be under the supervision and control of a parent or an authorized adult (18 years of age or older) (in each case called a “**Supervisor**”) at all times and are not permitted to roam freely in the Facilities. Groups of children ages 12 and under must be under the supervision of one adult for every 15 children. Children ages 13 and over must be under the direct supervision of one adult for every 25 children.
- d) Supervisors shall be at the church prior to group arrival. Supervisors must make sure that all members of the group have left the building before supervisors leave.
- e) Glory Lutheran Church is not responsible for items that are lost, stolen or damaged. Valuables should not be left unattended.
- f) Renters are responsible and assume liability for any personal injuries or damages to the Facilities and/or equipment.
- g) Any damage done to the Facilities or to church property by guests and participants will be the responsibility of the Renter.
- h) The following are not permitted on the Facilities: smoking, consumption of alcoholic beverages, possession or consumption of illegal drugs, gambling, foul or obscene language. Offenders will be asked to leave.

16. **Restrictions:** The following restrictions apply:

- a) No smoking, tobacco or illegal substances are allowed in, around or on the Facilities.
- b) Alcohol shall not be served, consumed or used in any manner in the Facilities.
- c) Apparel or behavior that is inappropriate and in conflict with Glory Lutheran Church beliefs and values will not be permitted.
- d) Animals are not allowed in the Facilities, including the Church grounds, with the exception of service dogs. Church sponsored ministries using animals at an Event must have prior approval from the Church Council. If approval is granted, the animal(s) must be under constant supervision. The Renter is liable for damages to the Facilities as a result of the animal(s) and any liability that may result from injury to any person.
- e) Renters having items delivered to the Facilities for an Event must have someone from their group on site to sign for the delivery. Glory Lutheran Church staff or volunteers will not be responsible for or be permitted to sign for any Event related deliveries.
- f) If the Renter intends on moving any accessories in the Facilities (including plants, shrubs, cross etc.) the Renter must advise and receive approval for any such move from the Facility Event Coordinator prior to the Event.
- g) The use of candles are permitted in the sanctuary, provided that the candles are electric, waxless with protectors, or approved by Glory Lutheran Church for use prior to the Event. Candles are permitted in the Narthex provided that the flame from the candle does not exceed the height of the required fire safe enclosure, which fire-safe enclosure is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and/or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles (e.g. dried flower arrangements).
- h) Fireworks, pyrotechnics and similar combustibles are not permitted.
- i) The use of confetti, rice or bubbles is prohibited in or around the building.
- j) All sports activities must be disclosed before any rental agreement is signed. Extreme sports activities are not permitted. The appropriate insurance coverage must be obtained and submitted.

17. **Set-up:** Facility set up of tables and chairs will be automatically included in the price of rental for the sanctuary and Narthex. Special set-up requests must be made by the Renter at the time of application and may be subject to additional charges. All room set up requests should be made at least one week before the Event. Renters are responsible for clean up of their own supplies and decorations.

18. **Cleaning and Maintenance of the Facilities:** All Renters are expected to:

- a) Leave the Facilities in a clean condition and remove all items associated with the Event immediately following the Event;
- b) Promptly report damages caused during the Event to the Facility Host;

- c) Contact the Facility Host if safety concerns arise or emergency repairs are required;
 - d) Place all trash in lined containers only. All garbage must be removed and put into the appropriate bins;
 - e) Dispose of drinks and other fluids in sinks and never in water fountains or trash receptacles;
 - f) Church coffee urns used by the Renter will be cleaned by members of the Church
 - g) Leave all linens (tablecloths, dish towels, hand towels) for laundering by Glory Lutheran Church. The linen fee covers the cost of cleaning.
 - h) Ensure no food and beverages are served in areas not arranged for ahead of time. **Food and beverages (other than water) are not allowed in the Church Sanctuary;** and
 - i) Ensure all tables and chairs are cleaned up and put away after the Event unless arrangements have been made for members of Glory Lutheran Church to provide set-up and take-down service.
19. **Lost & Found:** Items remaining after an Event will be held by the Glory Lutheran Church for 30 days following the Event. If the items are not picked up in a timely manner, the items may be discarded or given to charity. Large items requiring excessive storage space may be disposed of sooner. Please make arrangements with Facility Events Coordinator for any oversized items that need to be temporarily kept in storage pending pick up.
20. **Damage:** All damaged or broken items must be reported to the Facility Host immediately and the cost of repairs shall be the responsibility of the Renter. The Facility Host will complete an incident report for any damage, accident or injury.
21. **Special Accommodations:** Reasonable accommodation requests need to be sent to the Facility Events Coordinator in writing immediately upon scheduling an Event. The Facility Events Coordinator will require adequate time to accommodate the request before the Event.
22. **Storage:** Due to limited storage space at Glory Lutheran Church, the Renter must contact the Facility Events Coordinator to make prior arrangements for storage space. Storage space is available on a "first come, first serve basis" and can only be used one day prior to the Event. Materials stored without permission may be discarded, placed in the lost and found or given to charity.
23. **Temperature Control:** Room heating and air-conditioning are controlled by thermostats and may be adjusted by the Facility Host only. If adjustments are needed, contact the Facility Host.
24. **Force Majeure:** In the event of a fire, natural disaster, local or national emergency or other matters outside the control of Glory Lutheran Church that causes a substantial delay, rescheduling or cancellation Glory Lutheran Church will be released from the Rental Agreement. The Renter hereby waives any claims for damages or compensation for such delay or failure to perform the agreement other than the return of any monies due to the Renter for the Booking Deposit.