

Coastside Lutheran Church

Facility Use Policy

Coastside Lutheran Church
900 N. Cabrillo Hwy
Half Moon Bay, CA 94019
(650) 726-9293

Website: www.coastsidelutheran.org, email: info@coastsidelutheran.org

I. General Policy

Coastside Lutheran Church encourages the utilization and sharing of our facilities, while maintaining a responsible stewardship of these facilities. We have a responsibility to share this gift in a way harmonious with the Coastside Lutheran Church mission.

The Coastside Lutheran Church Council is responsible for compliance to this policy for all users of our facility. This same church team will provide an agreement for each outside group to enter into conformance with this policy. The agreement will set forth the name, nature, contact person, telephone and address of the group; the nature and content of the use; the date and hours of use; the fees charged by the church to the outside group; and any other relevant matters regarding the use of the facility. Where a usage fee is charged, one-half of the fee is payable to Coastside Lutheran Church upon the church booking the date for the outside group. At each Council meeting, a report will be made to the Council of any requests and contracts by outside groups and the decisions pertaining thereto.

A long-term contract will be developed for approved users who have a need to use our facility on a recurring basis. A shorter, one time use agreement will be required for single occurrence events.

II. Facility Use Guidelines

A. Insurance

Coastside Lutheran Church carries insurance coverage standard for properties and organizations of this size. As part of our coverage, church property and liability coverage is granted for ministries that are directly approved and controlled by the governing body of the church, which is our Church Council, as outlined in our Constitution and Bylaws. Direct control means Council has approved the scheduling, but content, control, and format of any directly related ministries of the church.

Outside organizations, including other churches or non-profits groups are NOT covered under our insurance policy. A certificate of insurance will be required noting Coastside Lutheran Church, all employees and members as an additional insured endorsement with coverage amounts equal to or greater than our policy will be required two weeks prior to the scheduled event. Failing to provide proof of insurance to cover Coastside Lutheran Church against property and liability damages will result in cancellation of the event. Long-term users will require a copy to be sent to the office on an annual basis, with no lapses in coverage to continue use.

Members, volunteers, and employees of Coastside Lutheran Church are covered by our insurance policy only during activities that are performed directly under the control or on behalf of the governing body of the church. Members, volunteers, and employees are therefore NOT covered under our insurance policy when they are independently using or renting our facility for any other activities. For that reason, a separate certificate of insurance would be required to properly cover Coastside Lutheran Church, it's employees and members under the terms stated in the previous paragraph.

Identification of "Who is Insured" is outlined in addendum 202 (01-04) pages 3-4 of our insurance policy as reference.

Exception: national organizations with a national insurance policy for their members. Specific groups listed include Alcoholics Anonymous, Narcanon, Alanon, Weight Watchers, Boys and Girls Scouts have national coverage and do not require a certificate of insurance. In these cases, our insurance carrier will file claim against the national affiliate for these groups to make a claim on our behalf.

Certificate of Insurance Liability Limits:

For facility users using the church premises, either on an on going basis or a one time event, the organization must provide a certificate of insurance with General Liability limits of \$1,000,000 per occurrence /\$3,000,000 aggregate with an Additional Insured Endorsement naming Coastside Lutheran Church, it's employees and members as Additional Insured.

B. Non-profit Tax Guidelines

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual. In addition, it may not be an *action organization*, i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates. Coastside Lutheran Church is a tax-exempt, 501(c)(3) organization under the group coverage for the ELCA. Our members receive tax benefits from this standing and we must include rules associated with maintaining this status into our facility use policy.

The following excerpt was taken from the IRS publication 1828 (Rev 11-2009), "Tax Guide for Churches and Religious Organizations, benefits and responsibilities under the law".

All IRC section 501(c)(3) organizations, including churches and religious organizations, must abide by certain rules:

- their net earnings may not inure to any private shareholder or individual,
- they must not provide a substantial benefit to private interests,
- they must not devote a substantial part of their activities to attempting to influence legislation,
- they must not participate in, or intervene in, any political campaign on behalf of (or in opposition to) any candidate for public office, and
- the organization's purposes and activities may not be illegal or violate fundamental public policy.

Violation of any of these rules can jeopardize the tax-exempt status of the church.

III. Permission for Building Use

1. To use the facility, an organization must be law-abiding and non-discriminatory and be flexible enough to accommodate church functions.
2. The purpose of any outside group using the church should further the ecumenical and public church tradition of Coastside Lutheran Church and the purpose of Coastside Lutheran Church as stated in her constitution and by-laws.
3. A “**Coastside Lutheran Church Facility Use Agreement**” must be submitted to the church office. It will include information about the nature of the group and event, the name and contact information of responsible party, the dates, times, and space requested for the function.
4. Groups and organizations of the church can use the church facilities at no charge, subject to available space, as determined by the master church calendar.
5. Individual members in good standing of Coastside Lutheran Church may request the use of the church building for personal use, subject to guidelines stated above.
6. Non-profit service organizations in the community may apply to the church office for the use of our facilities for a fee, subject to availability. The usage may not conflict with purpose or policies of the congregation.
7. Other organizations or groups (besides non-profit service organizations) may apply to the church office for the use of our facilities, subject to availability. Normally, such requests will only be granted when the group includes a member in good standing of Coastside Lutheran Church, and the usage will not conflict with the purpose or policies of the congregation.
8. All ongoing or regularly scheduled use of the facility by outside groups will require approval of the Coastside Lutheran Church Council.
9. Single use facility requests require only the approval of the Facility Use Council member, at their discretion.
10. All for-profit organizations are prohibited from using the Coastside Lutheran Church facility, in accordance with IRS Publication 1828 Rev 11-2009, “
11. The requesting organization shall notify the church office of the desire to utilize the church facility at least two weeks, but no more than twelve months prior to use. They will complete a Facility Use Agreement and submit it to the office. After approval, the request will be added to the facility calendar of events.
12. When a facility key is needed by a user, they may be checked out at the church office no more than 2 weeks before the event. There will be a \$100 deposit required to check out a key. The deposit will be refunded upon return of the original key.

Priority Assignment will be in the following order:

Group 1 – Worship: Regularly scheduled services and meetings of Coastside Lutheran Church.

Group 2 – Ministries: Coastside Lutheran Church sponsored groups and ministries.

Group 3 – Congregation Members: Activities arranged by and for members of Coastside Lutheran Church, not related to a specific church function or ministry. These activities are meant to celebrate a special occasion in the life of Coastside Lutheran Church members.

Group 4 – Outreach: Community non-profit organizations.

Note – Higher priority groups needing facility space may “bump” previously scheduled lower priority groups if the requested facility usage date is more than 2 weeks from the request date. The lower priority group will be notified immediately of the needed schedule change and if possible rescheduled.

IV. Responsibility

A. It is the responsibility of Coastside Lutheran Church Facilities Manager to:

1. Implement and enforce this building use policy.
2. Coordinate the use of the Coastside Lutheran Church facility.
3. Notify submitting organizations of the approval to use the facility.
4. Ensure that scheduled events are posted on church calendar subsequent to receipt of deposit.
5. Arrange for inspection of the church facility as soon as possible after its use.
6. Consult with the Council President and Executive Board, as necessary, in those situations that appear to be beyond the scope of this policy and/or these rules.

B. It is the responsibility of the requesting organization to:

1. Submit an application for use of the facility at least two weeks prior to the intended use, with payment of use/deposit fee, if applicable.
2. Where required, provide certificate of insurance, and accept responsibility for the loss of anyone's property in the event of fire, theft or other loss.
3. Immediately report damage of church property to the Facilities Manager or the church office. If there are any facility damages, the responsible organization will reimburse Coastside Lutheran Church for the cost of the needed repairs.

V. General Rules

The following general rules apply to all groups using the Coastside Lutheran Church facilities:

1. **Applications** - forms for use of the facilities may be printed from our website. Completed forms may be emailed to the church office (info@coastsidelutheran.org) or dropped in the church mailbox. The Facilities Manager Council member will review each application and determine the appropriate contribution. Two weeks notice is required.
2. **Fees** - a fee is customary for all non-member groups using the facility to defray actual expense of heating, lighting and the time required by staff to assist with facility use.
3. **Keys** - a key may be picked up from the office or Facility Manager no more than 2 weeks prior to the event. The person responsible for the key must make certain the building is secure, lights are turned off and the key is returned immediately following the event. Keys cannot be copied. (Arrangements for picking up and returning a key must be made with the Facilities Manager.)
4. **Equipment and furnishings** of the church will not be removed or re-arranged, except as approved in advance, by the Facility Manager.
5. **Musical Instruments, Audio Visual and Sound Equipment** - Use of church musical equipment or sound systems is not permitted unless operated by Coastside Lutheran Church personnel and approved in advance by the Facility Manager in coordination with the Director of Music.
6. **Clean Up** - Groups are expected to "clean-up" after themselves and leave the space as they found it. Turn off lights and heat if possible, and as appropriate. All doors and windows must be closed and locked. Areas, including parking areas, must be restored to original format/condition. Trash must be removed and placed in the parking lot dumpster. The key to unlock the dumpster is located in the kitchen to the left of the sink. Please return the key to this location and relock the dumpster after use.
7. **Decorations** - no tacks, nails, tape or other material that will deface church property shall be used. Only drip less candles may be used. Decorations such as streamers shall not be attached to walls, pews, chancel rails, or ceiling in a manner that will leave permanent marks.
8. **Removal of flowers**, decorations and trash shall be done immediately following the meeting or event so that facilities are ready for next scheduled activity.

9. **Alcohol and Smoking** - No non-church sponsored groups may serve alcohol on Coastside Lutheran Church premises. No smoking is permitted inside Coastside Lutheran Church facilities.
10. **Firearms and Weapons** - No firearms or other weapons may be brought onto the church property or into any church facilities with the exception of law enforcement officers in the execution of their duties.
11. **Food and beverages** are allowed only as approved, and never in the Sanctuary. Groups using the West Wing may use the kitchen facilities to make coffee. Cooking or food preparation is not allowed unless prior approval has been granted by the Facility Manager. The kitchen in the West Wing is a shared resource to any group at Coastside Lutheran Church, though courtesy, respect and consideration of groups meeting in the West Wing is expected.
12. **Set-Up** - Requests for set-ups of tables and chairs must be stated completely on the Facility Use Form and reviewed with the Facility Manager.
13. **Safety** - Safety and health of participants are the responsibility of the event sponsor.
14. **Group Representative** - Each group or organization must designate a representative who will consult with the Facility Manager in advance of the event and be responsible for:
 - a. Custody of a key, if needed, and unlocking and relocking all doors and windows.
 - b. Accounting for damages to the facility.
 - c. Basic clean up, such as putting trash in trash dumpster and otherwise leaving the room in the same condition as at the beginning of the event.
15. **Publicity** - Sponsorship of an event must be clearly specified in all publications. Non-church events may not appear to have the church as a sponsoring organization. User may be required to provide advance copy of advertising before it is published.
16. **Right of Refusal** - Coastside Lutheran Church reserves the right to restrict the privileges of anyone who violates these policies.

This policy is reviewed and updated by the Coastside Lutheran Church Council annually, or as deemed necessary.

Adopted July 20, 2010

Coastside Lutheran Church Council

Revised Dec 6, 2011 to include key location for locked trash dumpster.