

GENERAL BUILDING USE POLICY

TRINITY LUTHERAN CHURCH 2703 FORT ST, HAYS, KS.

1. The Council has the responsibility for the use of the church building and properties. The following policies relative to the use of the facilities have been approved by Council.
2. ELCA Lutheran Church organizations are entitled to use any church facilities by and for members. All requests shall be scheduled with the church office to ensure that facilities are available.
3. Organizations groups or individuals not connected with the ELCA Lutheran Church may use the facilities subject to the following conditions and approval of Council:
 - (a) Requests for use of the facilities shall be made through the church office.
 - (b) Requests for a date shall not be granted more than 60 days following the Council meeting at which the requests are considered, with the exception of weddings.
 - (c) The Council will not approve use of facilities by organizations not connected with the church when the purpose is to raise money.
4. When there are unusual circumstances and time does not permit action by the Council on requests by non-church groups, permission to use the church facilities and properties may be granted by two of the following: the Minister, President of the Council, and Vice President. *(All dates must be checked with the office).*
5. Church groups or other related groups with proper supervision may be granted permission to stay overnight in the church facility.
6. **No alcohol** of any kind is permitted on the church premises, including the church parking lot.
7. **Smoking is not allowed anywhere on the church premises, including the church parking lot.**
8. Fees for use of the church facilities are listed separately. These fees partially offset the cost of utilities and maintenance of the facility.
9. For non-members only, a deposit check will be required to reserve the church facilities for a wedding and to offset possible damage or cancellation (within 30 days).
10. The facility must be vacated by 8:00 PM on Saturday evenings to allow time to prepare for Sunday mornings.