

**BUILDING RESERVATION AND USAGE GUIDELINES**

**mission**

**to live & love like Jesus**

**vision**

**a world restored with grace & peace**

Prince of Peace Lutheran Church offers the use of its facilities, based on availability, to approved non-profit community organizations and institutions when it has been determined the mission of these groups is compatible with the mission of the church and the community’s best interests.

Rooms may be reserved by members and non-members of Prince of Peace based on availability. Priority is given to groups from Prince of Peace when scheduling. A request for use of building space does not guarantee a room reservation. Prince of Peace reserves the right to change the room assigned or even cancel an event if it becomes necessary due to an unforeseen church event (e.g. funeral).

To begin the reservation process of a room, please complete the online room reservation form at:

[**http://popluther.org/room-reservation/**](http://popluther.org/room-reservation/)

**Table of Contents**

**I – Reservation Process for Church Facilities**

**II - POP Room Usage Guidelines**

**III - Classifications of Groups for Building Use**

**IV – Facility Usage Fees**

**V – Additional Services and Fees**

**RESERVATION GUIDELINES AND PROCESS FOR USE OF CHURCH FACILITIES**

1. The Prince of Peace Parish Administrator is responsible for scheduling space for **all** activities and meetings at the church. All planned usage must be listed on POP’s Google Calendar (maintained by the Parish Administrator).
2. Any internal group or external organization desiring to use space in the church building must begin the room reservation process via the online reservation form at www.popluther.org/room-reservation. Contact the Parish Administrator with questions at (513)683-4244 or via email ([office@popluther.org](mailto:office@popluther.org)).
3. Reservations can be made up to six months in advance, with thirty days advance notice desired. Only weddings may be scheduled more than six months in advance. Requests for repetitive use of the church facilities can also be made via the online reservation form.
4. Any organization desiring to use the church facilities must be non-profit (no retail activities), and the organization’s activities should include some form of community outreach. The activities of the requesting group cannot interfere with normal church activities. All requests are to be considered at the staff’s discretion. Any requests for building use which deviate from the facility usage guidelines need to be approved by the POP Strategic Board. The staff and Strategic Board will have discretionary power to allow or deny the use of POP facilities by any group.
5. Rooms are assigned to groups based on the size of a group and the activity and in order of reservation, with preference given to Prince of Peace groups before external events. Facilities are available between the hours of 8:00 a.m. and 9:00 p.m. Recurring room reservations must be renewed yearly by August 15.
6. Prince of Peace retains the right to cancel any confirmed room reservation if it becomes necessary due to an unforeseen church event (e.g. funeral).
7. All groups will be required to provide proof of identification (driver’s license) if requested.
8. All building usage requiring payment must be paid in full at the time of reservation along with the damage deposit if required. Payment will be refunded in full if the reservation is cancelled a month in advance, 50% refunded with two weeks notice, less than two weeks no refund Payment is preferred via check, with one check for the usage fee and one for the damage deposit.
9. All external groups must sign a liability waiver (included in the online room reservation form). If requested, external groups may be required to submit a Certificate of Insurance for Liability.
10. All groups must agree to the POP Room Usage Guidelines.
11. For sponsored recreational events (e.g. group exercise program):
12. Facilitator/leader must have membership affiliation with POP
13. Leader must be certified instructor. Copy of certificate must be provided at time of reservation.
14. If the event is recurring, for example, a ten week yoga class, the Strategic Board will review the activity for approval upon receipt of the Reservation Request and the copy of certification. One-time events will be reviewed by the staff.
15. Criteria for approval includes all of the above items, plus the intent of the proposal being to encourage use of POP facilities for outreach.
16. If approved, the instructor will have all participants sign a waiver (approved by POP), to be submitted at the time of reservation confirmation. The instructor will keep weekly attendance.
17. Classes must be free with only freewill donations to defray facility costs. This collection will be placed in the POP safe in an envelope marked with the name of the activity, for example, “Monday Yoga”.

**POP ROOM USAGE GUIDELINES**

**GENERAL**

* + - * Hours of operations are 8:00 am – 9:00 pm (concurrent with church hours of operation).
      * Events that last more than three hours may need additional arrangements or costs. Prior arrangements must be made to stay longer or get in earlier.
      * The sanctuary may not be used unless prior permission is granted.
      * The parking spaces marked “Handicapped,” and “Visitor” are to be used only as indicated.
      * Please be considerate of other groups meeting in the building. Hallways must be kept clear.

**SAFETY**

* + - * **No alcohol or drugs** is allowed on church property. Alcohol cannot be consumed or served during an event. **No smoking** is allowed in the church building.
      * Parents are responsible for the children they bring and must provide supervision. Any event with children must follow our Safe Sanctuary Policy.
      * Any person or persons acting in a disrespectful manner towards another person or found defacing the facilities will be asked to leave the premises and may not be allowed to return.

**FOR ALL ROOMS**

* Set up and clean-up is the group’s responsibility, unless otherwise arranged with the Parish Administrator.
* The room must be cleaned and furniture moved to original layout, including tables wiped down and trash removed. The church has limited janitorial service. Trash cans should be emptied into the dumpster in the south parking lot. If trash is placed in the recycling dumpster you will forfeit your damage deposit in its entirety.
* Close all windows and doors and turn off lights in the room(s) used, including restrooms.
* Report any maintenance concerns to the Parish Administrator. The organization is responsible for any damage to the building or its contents.
* Ask for permission before moving tables and/or chairs from one room to another. If tables and/or chairs have been moved, return them to the original arrangement posted on the wall of each room. Failure to leave the facilities in appropriate condition will be cause for discontinuation of the use of the facilities and withholding of damage deposit.
* Do not change thermostat settings.

**PARISH LIFE CENTER (PLC)**

* + - * Parish Life Center will not be reserved for large events during church worship hours or church main events.
      * Use of kitchen must be included in room reservation.

**KITCHEN**

* Frying is **not** permitted in the kitchens.
* If the use of cups, silverware, tableware, or the coffeemaker is desired, special requests will be considered. All dishes must be washed and put away and appliances and countertops wiped off at the end of the event.
* Large mops and brooms are available for sweeping in the janitor’s room (located in the church hallway directly outside of the Parish Life Center). Vacuum is located in the janitor’s room located outside of the north entrance of the Atrium.
* If anything is taken/used from another kitchen, return those items to their original location.
* No food or beverage is to be left in the kitchen.
* Ensure all freezer and refrigerator doors are closed.
* A fee may be charged to cover cleaning expenses.

**CLASSIFICATIONS OF GROUPS FOR BUILDING USE**

Groups or individuals seeking to use the church facility should be determined to be in one of the following classes:

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Requested by** | **Usage Type** | **Examples** |
| 1 | POP | Internal Needs | Ministry Board, bible studies |
| 2 | Other Lutheran Congregations | Traveling through / Hosting events | Wittenberg University, out-of-town Lutheran church youth groups |
| 3 | Member | Charitable (Non-profit) | Zumba, LIFE, POP Kids, MOPS |
| 4 | Member | Non-Political Community Organization | Girl Scouts, basketball practice |
| 5 | Member | Non-charitable, non-profit, non-political | Anniversaries, birthdays, baby showers, recitals |
| 6 | Member | Wedding Ceremony | Approval needed by Pastor |
| 7 | Member | Funeral | Approval needed by Pastor |
| 8 | Non-Member | Charitable (non-profit), Community or Support Organizations | Boy Scouts, Girl Scouts, Gambler’s Anonymous, color guard |
| 9 | Non-Member | Non-charitable, non-profit, non-political | Anniversaries, birthdays, baby showers, recitals |
| 10 | Non-Member | Wedding Ceremony | Approval needed by Pastor |
| 11 | Non-Member | Funeral | Approval needed by Pastor |

**FACILITY USAGE FEES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Requested By** | **Usage Type** | **Parish Life Center** | **Atrium or Gathering Space** | **Classrooms (including PLC classrooms)** | **Sanctuary** |
| 1 | POP | Internal Needs | $0.00 | $0.00 | $0.00 | $0.00 |
| 2 | Other Lutheran Congregations | Traveling / Hosting events | $0.00 | $0.00 | $0.00 | $0.00 |
| 3 | Member | Charitable (Non-profit) | $0.00 | $0.00 | $0.00 | $0.00 |
| 4 | Member | Non-Political Community Organization | $25.00 (2 hr event)  $50.00 (4 hr event) | $0.00 | $0.00 | $0.00 |
| 5 | Member | Non-charitable, non-profit, non-political | $50.00 (4 hr event) | $0.00 | $0.00 | $50.00 (2 hrs); Each additional hour - $25 |
| 6 | Member | Wedding Ceremony | $50.00 | $0.00 | $0.00 | $0.00 |
| 7 | Member | Funeral | $0.00 | $0.00 | $0.00 | $0.00 |
| 8 | Non-Member | Charitable (non-profit), Community or Support Organizations | $50 (<2 hours) without kitchen  $150 (4 hours) without kitchen  $200 (4 hours) with kitchen  $200 damage deposit due at reservation. Refunded after event if no damage or clean-up.  Each additional hour - $50\* | $0.00 | $0.00 | $50.00 (2 hrs); Each additional hour - $25 |
| 9 | Non-Member | Non-charitable, non-profit, non-political | $150 (4 hours) without kitchen  $200 (4 hours) with kitchen  $200 damage deposit due at reservation. Refunded after event if no damage or clean-up.  Each additional hour - $50\* | $50.00 | $25.00 | $50.00 (2 hrs); Each additional hour - $25 |
| 10 | Non-Member | Wedding Ceremony and/or Reception | $150 (4 hours) without kitchen  $200 (4 hours) with kitchen  $200 damage deposit due at reservation. Refunded after event if no damage or clean-up.  Each additional hour - $50\* | $50.00 | $25.00 | $250.00  (if POP pastor presides)  $500.00 (if no POP pastor) |
| 11 | Non-Member | Funeral | $150 (4 hours) without kitchen  $200 (4 hours) with kitchen  $200 damage deposit due at reservation. Refunded after event if no damage or clean-up.  Each additional hour - $50\* | $50.00 | $25.00 | $0.00 |

*\*Set up and clean time included in total time charged*

**ADDITIONAL SERVICES & FEES**

Arrangements for staging or sound equipment must be requested at least 4 **weeks prior** with Toby Lyke at (513) 683-4244 or [tlyke@popluther.org](mailto:tlyke@popluther.org).

**Use of Complete sound/music system**

* Internal – no charge; Members $50.00/hour; Non-Members - $100.00/hour. Includes sound technician, sound system set-up and tear down. Sound technician will provide quote based the needs of the group.

**Tables / Chair Set-up**

Chairs and tables must be returned to original position after event. If additional tables and chairs are required additional fees will be incurred. Arrangements must be made **a minimum of 4 weeks prior** with the Parish Administrator at (513) 683-4244 and a quote will be provided at that time.