

1. Appendix in Personnel Policy

1.0. Building Use Policy

1.0.1. General

All Living Word staff, congregation members, ministry leaders and non-member group leaders are encouraged to provide a service to the church or community and use the Living Word campus facilities in ways that are consistent with the mission of Living Word: to be a faith community that Welcomes All, Equips All, and Sends All.

- Member activities such as weddings, receptions, and similar private celebrations are welcome. The sponsoring member must be present during the function. Hosts will be asked to provide an appropriate ratio of adult chaperones to children. The building must be cleared by midnight unless prior approval is obtained.
- Certain areas of the facility may not be appropriate for all age groups. The designated church staff will determine appropriate use of the facility and will provide alternative recommendations, if necessary.

The following non-member groups will be welcome to use building space:

- Non-profit organizations, serving social or educational needs (e.g. AA, other 12 Step programs, and Scouts).
- Educational classes or presentations will be permitted if the intended use is determined by the staff to be an extension of a Living Word ministry. Such educational classes may include an outside speaker who receives a fee for time and mileage or the sale of books related to the topic. In the case of any such sale, the speaker shall be responsible for the collection and remittance of any applicable sales taxes.
- A musical performance by a Christian artist or a children-oriented musician.

Due to Deed Restrictions, all fundraisers open to the public require preapproval by the Living Word Church Council.

Additional considerations:

- All children must be supervised at all times.
- Any security for large functions must be provided by the group hosting the function and approved by the Executive Pastor or Facility Manager.
- Observe the use of specified Handicapped Parking spaces.
- The consumption alcohol at a function must have prior approval from the Executive Pastor or Church Council.

Living Word Lutheran Church is a non-profit religious corporation under the laws of Texas. As such, facilities cannot be used for:

- Profit or potential profit making activities by dealers, representatives, sales persons, franchisees, or promoters, for direct or indirect sales, educational or promotional events.
- Any meetings, rallies, forums, debates, endorsement of candidates or other events relating to or sponsored by political organizations.
- Private parties, receptions, etc. not related to church or community activities by non-members and not sponsored by a church member.

Prohibited Activities

- The unlawful use of drugs is prohibited on the premises.
- Smoking is prohibited on the entire Living Word Campus.
- The possession of firearms concealed or otherwise, is strictly forbidden on the Living Word campus.

1.0.2.Scheduling

All scheduling will be coordinated through the church office. Contact the Ministry Administrator to initiate the facility request by following the steps below:

- 1) Check the Calendar <http://www.livingwordkaty.org/events/calendar/> for availability.
- 2) Fill out the online form “Living Word Facility Use Request” at <http://www.livingwordkaty.org/resources/forms/> . Indicate the dates, times and specific part(s) of the facility being requested.
- 3) Complete the Living Word Facility Use Request Form and submit payment by check to the church office as soon as possible to confirm a reservation.

Tentative facility requests will be held for a maximum of seven days without a completed Facility Request Form on file.

Building orientation is required for all first time building users.

Official Living Word activities and Living Word ministry groups within the congregation will have first priority to schedule the use of building space.

Once the schedule has been determined, it will be honored for that scheduled period and a community group may not be bumped out of their time/day/room, with the exception of:

- Worship Services
- Special Events, Congregation Meetings and Receptions
- Funerals / Memorial Services - Funerals will receive the maximum flexibility in scheduling. A funeral may supersede any event except a wedding or a regularly scheduled worship service. Schedules will be cleared in all areas needed for three hours after the beginning of the funeral.
- Weddings and Wedding Receptions - Schedules will be cleared in the Sanctuary on Friday night and Saturday of the Wedding. If the Life Center is used for the Reception, schedules will be cleared on Friday and Saturday.

All groups are asked to honor the time scheduled and rooms requested. Any changes must be cleared with the church office in advance.

All church or community group events in The Learning Center (Education Building) will be limited to weekends or week day use after 6:30 p.m., so that there is no interruption of The Learning Center's daily schedule. Use of the kitchen will require prior consent and it must be thoroughly cleaned to meet Fort Bend Health Department standards (see Kitchen Use Policy for details).

Groups will not be scheduled to use the Living Word Facility on Sunday without prior approval of the Executive Pastor.

The Sanctuary will not be available for use during:

- Holy Week
- Wednesdays during Lent
- Camp Hope
- Preparations for Christmas Services

Only Living Word youth or Living Word sponsored groups may schedule sleep-overs.

1.0.3. Building Use Fees

The church incurs both utility and labor costs when making space available for use outside of the church's core ministries; therefore the following fees cover costs associated with both:

Sanctuary (comfortably accommodates 400)

- Building only \$50.00/hour
- Use of the Sound and/or AV system **\$125 fee paid directly to technician**

Administration building

- Life Center - Entire \$50.00/hour
- Life Center – Courtyard Side \$25.00/hour
- Life Center – Kitchen Side \$25.00/hour
- Kitchen \$15.00/hour
- Grace Place \$20.00/hour
- Meeting Rooms (Martin Luther, Micah, & Conference) \$10.00/hour

Education building (Available on weekends and after 6:30 pm weeknights only)

- Fellowship Hall \$25.00/hour
- Kitchen \$15.00/hour

Refundable Cleaning/Compliance Deposit \$50.00

All groups scheduling social events will be required to provide this deposit prior to their event. It will be refunded after the event to all groups that clean the space appropriately and comply with all energy saving parameters as specified in the checklist provided to them at the time of the event registration.

1.0.4. Use of the Property

Call 911 in case of a building emergency. The church is located in Fort Bend County and the address is 3700 S. Mason Rd. 77450. AEDs (Automated Electronic Defibrillators), First Aid kits, and Fire extinguishers are available in each building. Please also notify the Executive Pastor, Director of Maintenance, or Facility Manager.

Any equipment found to be out of order should be reported to the Director of Maintenance or the church office immediately.

Heating and air conditioning thermostats are preset. Please contact the Executive Pastor, Facility Manager or Director of Maintenance if HVAC system is not operating properly.

Placement of posters and other temporary decorations must be approved by the appropriate church staff and only secured with command strips or sticky tack. All items must be removed from walls, doors, etc. at the end of each meeting or event.

Fire exits must be kept clear.

The use of candles or any other type of open flame must be approved by the designated church staff prior to the event.

Any alterations to the buildings which may result in permanent modification are strictly prohibited. Changes to wall coverings, mounting of racks, shelves, and other such hardware, application of paint etc. must only be performed by the Director of Maintenance or upon written approval from the Facility Manager.

1.0.5. Facility Set-Up

Groups will be asked to do their own set up and take down of chairs and tables unless prior arrangement has been made with church staff. Please check with the Church Office for the staff hours and availability. Fees will apply.

If tables, chairs, and other furniture are moved to prepare for an event, all items must be moved back to their original position after the event.

1.0.6. Audio/Video Equipment

Several meeting rooms in the Administration Building provide HDMI connectivity to a wall mounted TV. A mobile A/V cart is available in the Education Building with a TV, DVD player, projector and speakers.

Prior arrangements must be made with the church office for use of the sanctuary audio/video equipment. Only Living Word A/V staff may operate the audio and video equipment in the sanctuary. Fees will apply.

Equipment cannot be removed from the church or used outside except for a church sponsored event at another location.

1.0.7. Office Equipment and Supplies

All groups should bring their own supplies. Use of office equipment must be approved and arranged in advance with designated church staff.

1.0.8. Use of Kitchen

The kitchen should be reserved as any other room in the church. Please see Kitchen Use Policy for additional guidelines.

1.0.9. Storage

Storage space is very limited. Outside groups will not be allocated space for storage in the building, unless prior arrangements have been made and approved by the Director of Maintenance or Facility Manager.

We have been called to be good stewards. Storage of items has a cost. Before keeping something because we might use it in the future, consider donating it to an organization or someone that would use the item.

All storage areas on our campus will be reviewed at least every six months to confirm that the items in storage should be kept. Ministry team leaders and staff are asked to be vigilant about storing only that which is needed and to keep the area neat and clean.

1.0.10. Housekeeping

Groups should NEVER prop open exterior doors to any of the buildings during their events. Hex keys should always be used to unlock doors instead of leaving them propped open. Hex keys are available near all exterior doors throughout the campus.

Groups should leave the space in a condition equal to or better than they found it. Please see the individual space checklists for details. However, upon leaving the building, the following activities should be performed:

- Check the restrooms, flush toilets if needed, pick up paper thrown on the floors, and turn off the lights.
- If snacks were served or crafts were made, sweep/vacuum the floors if needed.
- Wipe, stack, and store tables and chairs.
- Return room to its original configuration.
- Empty the trash cans and replace bags. Carry trash to the brick enclosed dumpster located in the parking lot.
- Remove all materials your group brought in.
- Check to see that all lights are turned out.
- Close all interior doors and check to see that all external doors are locked.
- All church staff are to keep their work areas neat and safe. Materials shall be stored appropriately and floors shall be kept free from clutter.

1.0.11. Building Specific Considerations

The Sanctuary

The Sanctuary at Living Word Lutheran Church is a place of worship and must be treated accordingly. Individuals and/or groups must not place any items on the piano, organ, or altar table. Do not move any item in the altar area including the piano, organ, altar itself, pulpit, or items used in worship including the Advent wreath. Do not eat or drink in the Sanctuary. Do not let children play the piano. Please leave any written materials in place if on either the altar or the pulpit. With prior notice, a table can be placed in front of the altar for display of items. Cleaning supplies are located in the Electrical Room on the Family Room hallway and in the Janitor's closet on the A/V Room hallway.

The entire building should be treated as a worship space and regarded with reverence. Therefore, nothing shall be posted on the walls and displays (i.e. tables, baskets, barrels, easels, etc.) shall not be erected unless approved in writing by the Director of Hospitality and Care. Any items posted on walls or displays erected that are not authorized will be immediately removed and discarded.

There are two built-in ministry kiosks, one on either side of the main entry doors to the lobby. Both are available for use by Living Word ministries. They are scheduled through the Director of Hospitality and Care and/or the Media Communications Director. Any items or material found in either of these centers that is not authorized will be immediately removed and discarded.

The Administration Building

Do not let children play the piano. Unless it is a church related activity, please provide your own snacks (including paper products), and office/art supplies for your activities. Please clean off all tables, return to the table carts and stack chairs no more than 8 chairs high on the floor or 27 chairs high on the chair carts. Return chair carts and table carts to the large storage closet in the hall. The vacuum cleaner, cleaning supplies and trash bags are located in the janitor closet between the restrooms in the hall behind Grace Place.

The moveable partition that divides the large meeting space must only be moved by individuals that have received training in the operation of the partition.

Furniture in each space must be treated with respect. Any damage to furniture should be immediately reported to the church office.

The Education Building

Return all furniture to its original configuration. Rooms must be ready for normal school activities on Monday morning. Return tables and chairs to the storage closet in the Fellowship Hall. The vacuum cleaner, cleaning supplies and trash bags are located in the janitor closet near the restrooms.

1.0.12. General Conditions

If a group has misrepresented its purpose or its activities, use of the facility may be terminated.

An individual or group wishing to use the facilities, and otherwise satisfying the above criteria must agree to satisfy Living Word requirements, including responsibilities regarding the use and care of the facilities and the liability of the individual or group conducting the activities.

All groups must fill out and return a Living Word Facility Use Request Form. Upon receipt of a Facility Use Request Form each group will be assigned a 4-6 digit code that will open the exterior door. Prior to using the facility for the first time, a group or member of the group must attend a building use orientation to be scheduled with the Ministry Administrator.

_____ Living Word Evangelical Lutheran Church, its agents and employees shall not
Initials be liable for any loss, damage, injury or death to persons or their property as a result of their use of the facilities. Persons and/or organizations using the building hereby agree to indemnify and hold Living Word Evangelical Lutheran Church, its agents and employees harmless from all claims for loss, damage, injuries, or any other casualty whatsoever.

I acknowledge the receipt of the Living Word Evangelical Lutheran Church *Building Use Policy* and will comply as a condition for continued use of the facilities.

Signature

Date

Printed Name

Organization