

Alive In Christ Lutheran Church
Guidelines for Using our Facilities

A. Facility Permission

- a. Members may request to reserve a room or rooms for private use. Permission will be granted when the request does not interfere with scheduled ministry activities or previously scheduled private events. Please note:
 - i. We typically do not allow the use of the sanctuary with the exception of weddings being officiated by an Alive In Christ (AIC) Pastor.
 - ii. We typically do not approve building requests during Lent and Advent due to the number of ministry events that occur during that time.
 - iii. There is a charge for using the facility. The charge varies by the type of event (i.e. private family event vs. an event for an organization the member belongs to).
- b. A Facility Use Request Form must be completed to seek approval for use of church space. The form can be found on the website.
- c. In order to avoid interference and planning of AIC ministry activities facility use request will NOT be accepted more than 6 months prior to the requested date of use.
- d. The church office will keep the room reservation list.
- e. Any group outside the congregation using the building must be sponsored and attended by a congregation member.
- f. Any questions or special requests must be directed to the church administrator.
- g. Keys will only be issued to adult congregation members or Alive In Christ employees.
- h. ALL fundraising events must be approved by the Board of Directors PRIOR to the event.

B. Basic Facility Rules

- a. No smoking inside the building.
- b. No alcoholic beverages inside the building, except for communion wine, unless it has been approved by the Board of Directors.
- c. Do not put holes in the walls, or adhesives of any kinds on the walls.
- d. Any furniture must be returned to its original location before the group leaves (we suggest taking a picture of the room before you begin preparing for your event so that you have it as reference at the end of your event).
- e. The member reserving the space is responsible for making sure that all trash is taken out, tables are cleaned, floors are swept and that the space is left in as good or better condition than when you arrived.
- f. All outside doors must be locked before the building empties & the alarm must be set.
- g. All groups must clearly have a person in charge.
- h. Any groups holding simultaneous events must not disturb the other groups using the building.
- i. The storage areas must be kept in good order. Anything left in the storage area that are not CLEARLY marked with the name of the responsible person or board's name will be taken to the dumpster.

- j. Fundraising materials are not to be stored in the building without the permission of the Administrator.

Updated April 2025 – Approved by BOD 4/21/25