

POLICIES AND REGULATIONS REGARDING THE USE OF CHURCH FACILITIES

SPIRIT OF JOY LUTHERAN CHURCH THE WOODLANDS, TEXAS

“Growing a community of faith to make the love of Christ known!”

The facilities of Spirit of Joy Lutheran Church (the church) are provided primarily as a place of worship, Christian education and fellowship and to serve other ministries of the Church and community.

The Church will make its facilities available to responsible community groups (the Organization) at such times when the facilities are available.

Use of the facilities by any Organization must be consistent with the mission and ministry of the Church.

The Church reserves the right to refuse or revoke permission to use any meeting rooms or to substitute rooms as necessary to serve the needs of the Church.

GENERAL POLICIES

The Church Council shall be the final authority in granting or refusing permission for the use of the facilities by any Organization.

Applications for use of the Church facilities must be made in writing to the Church office and action on an application should not be expected until after the next scheduled Church Council meeting. Applications must be submitted on the APPLICATION FOR FACILITY USE form and should be categorized in the following manner:

Single Event Room Requests
Continuous Event Room Requests
Wedding Requests
Other Requests

Applications deemed appropriate by the SOJ! Staff can be immediately granted and scheduled without prior Church Council approval.

The application shall name the LEADER who will be responsible for the meeting and the name of the RESPONSIBLE PERSON who will be in charge of seeing that Church regulations with regard to the use of the facilities are carried out. The Church must be notified immediately if there is any change of the named individuals in charge of the meeting or responsible for carrying out Church regulations.

POLICIES AND REGULATIONS REGARDING THE USE OF CHURCH FACILITIES

SPIRIT OF JOY LUTHERAN CHURCH THE WOODLANDS, TEXAS

“Growing a community of faith to make the love of Christ known!”

The RESPONSIBLE PERSON is in charge of ensuring that Church facility regulations are being carried out and must be a Church member. This individual need not be the person in charge of the meeting, but must be present while the Organization uses the facility. The responsible person will be provided a facility key and instruction on environmental and lighting control. The responsible person must return the key to the church office when the event is finished.

The SOJ! Staff shall make recommendations to the Church Council regarding all building use requests and may approve requests for occasional use of the facilities. The Church Council must approve requests for long-term use of the facilities.

Requests for ongoing facility use must be reviewed annually by the Church Council.

Permission for non-member use of the facilities will not be granted for more than 90 days in advance of the date requested.

The church will only allow non-profit organizations, groups, and individuals to use its facility.

Permission for an organization to use Church facilities does not constitute an endorsement by the Church of the organization’s policies or beliefs.

The Church shall not be liable for property damage or claims arising out of the use of its facilities by any Organization.

All area(s) used by designated group will be kept in the same condition as found. Futhermore, the RESPONSIBLE PERSON and DESIGNATED LEADER(S) will assume the responsibility of ensuring that said area(s) will be found in the same condition prior to being used.

The Organization waives any right to claim damage for injuries suffered while on Church property and by executing this agreement promises to hold the Church harmless in the event a member of the Organization or its invitee is injured.