

# St. Andrew's Lutheran Church & Campus Center

## BUILDING USE POLICIES

St. Andrew's physical building is an extension of our mission – To be a spiritual home for students, grounded in the God we know - in Jesus - who welcomes, accepts, and loves all people. St. Andrew's is committed to the inclusion of LGBTQIA+ folks, and anti-racism work in our communities. We are passionate about building relationships and sharing our space with the University and Champaign-Urbana community!

Building use approvals are under the oversight of the Board of Directors, and all first time individuals and organizations seeking to use the space require Board approval. Subsequent requests for space usage can be organized in partnership with the Pastor or Office Administrator. Priority for space will be given to St. Andrew's sponsored activities and activities organized by St. Andrew's students, followed by University facing groups, and finally CU community groups.

Approval for use of the building does not constitute or imply an endorsement of the group or activity being hosted. Groups approved to use the space are not to advertise in a way that implies endorsement by St. Andrew's. A separate conversation with the Pastor or Board of Directors should be set up to invite St. Andrew's to co-host or to sponsor an event.

Included in this document are the following:

- Step by Step Guide for Scheduling
- Rules & Regulations
- Property Use Agreement & Release of Liability

### Step by Step Guide for Scheduling

1. Visit our website ([lutherancampuscenter.org/buildinguse](http://lutherancampuscenter.org/buildinguse)) to see the available spaces, or stop by M-F 9am - 1pm for a tour.
2. Submit the Google Form to request use of the space
  - a. Paper copies of the form are available and can be dropped off at St. Andrew's or emailed to [office@lutherancampuscenter.org](mailto:office@lutherancampuscenter.org)
3. We'll be in touch to confirm the request or ask any questions
4. Submit payment for your reservation ([lutherancampuscenter.org/donate](http://lutherancampuscenter.org/donate))

## Rules & Regulations

- 1. CHURCH PROPERTY** - Church property will not be loaned, borrowed, or removed from church premises without prior permission from the Pastor. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility within the context of this agreement.
- 2. FACILITY CARE** - The church area used by your group must be left clean and orderly at the end of your event, or be subject to a \$75 cleaning fee. Unless otherwise arranged, groups are responsible for their own set-up of the space, and the space must be returned to its original set-up when you are finished. Major changes to the room must be approved by the Pastor or Office Administrator.
- 3. KITCHEN RULES** - The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster outside. Plates, cups, utensils, and cookware must be cleaned and returned before check-out. Church supplies (pantry items, single use plates/cups/utensils, etc.) are not to be used by outside groups without permission.
- 4. PIANO & Organ USE** - Permission to use the Piano or Organ must be granted by the Pastor or Music Minister. Neither instrument is to be moved without the permission of the Pastor or Music Minister, and may require the assistance of professional movers. If the instruments are moved without permission, the individual or organization will be charged a \$150 tuning fee for maintenance purposes.
- 5. AV SYSTEM USE** - Groups must indicate ahead of time their desire to use AV Equipment. At least one group member must be trained to operate the equipment to ensure things are turned on and off properly. All adapters, cords, and remotes must stay with their assigned system, and may not be moved without permission.

### **6. BUILDING USE -**

All groups agree to ensure that all participants leave the building and that all lights are turned off. Groups will be given an elevator code or access to the system through the ButterflyMX app. If you have problems with the doors, elevators, or the space please contact the staff member present for your event.

- 7. SUPERVISION OF CHILDREN/YOUTH** - At least two unrelated adults must be present during any event that involves people under the age of 18. St. Andrew's does not have a nursery or the capacity for childcare, please make appropriate arrangements when planning events that are open to children of all ages. Children, siblings, or anyone under

18 must stay with the group during events and are not allowed to wander the building unsupervised.

- 8. FOOD & DRINK** - Groups must indicate their plans for food and beverages on the event registration. Any group using the Chat & Chow space will be given priority use of the kitchen. Any snacks brought into the building must be cleaned up and taken with you at the end of the event.

If a catering company is used for an event, the caterer must provide all equipment (e.g. dishes, silverware, tablecloths, etc.) and remove immediately after the event. Storage of catering equipment is not permitted.

- 9. ALCOHOL & TOBACCO USE** - Alcohol is not permitted to be consumed, served or sold by groups at St. Andrew's. Any group found to be breaking this policy will not be allowed to reserve space in the future.

St. Andrew's is a smoke-free workplace in compliance with the Illinois Clean Indoor Air Act. Smoking, including the use of electronic smoking devices, hookahs, marijuana, and the use of tobacco products is prohibited on St. Andrew's property.

- 10. DECORATIONS** - Groups may attach things to the walls with painters tape for events, but all decorations must be removed at the conclusion of the event. No powder, glitter, or glue may be used while decorating. In the event of damage, a maintenance fee of \$75 or the cost of the repair will be charged.

- 11. STORAGE** - St. Andrew's has limited storage room capacity, and cannot guarantee storage for groups that meet regularly. Please be in conversation with the Pastor or Office Administrator if you'd like to keep a small storage tote for events. Storage capacity is subject to change and is contingent upon the recommendations of the fire marshall.

- 12. OVERNIGHT GROUPS** - Consultation with the Pastor is mandatory before scheduling an overnight event. A St. Andrew's staff member must be present to let the group in and provide an orientation on the space. For security purposes, the building must remain locked while groups are present outside of office hours.

- 13. UPDATES** - Each group is required to keep St. Andrew's updated on changes in contact, meeting times, or other relevant information about the group. St. Andrew's is committed to being in conversation with groups as things change on our end.

- 14. SERVICE ANIMALS** - Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Additionally, St. Andrew's asks that animals not be allowed on the furnishings to be mindful of those who have pet

and dander allergies.

- 15. PAYMENT OF FEES** - Payment of all fees for one-time use must be made no later than fourteen (14) days prior to the event. Monthly rates are due on the first day of each month, unless other arrangements have been made. Receipts are available upon request. Reservations must be cancelled at least seven (7) days prior to an event in order to receive a full refund; rental costs may not be refunded for cancellations after this point.
- 16. DAMAGES** - Any damage to the property or equipment should be reported to the Pastor or Office Administrator before you leave the building. You will be billed for the cost of replacing or repairing any damage.
- 17. LIABILITY** - Individuals or groups using St. Andrew's Lutheran Church & Campus Center shall accept sole responsibility and liability for the actions of those present because of the group's function including liability for any criminal activity, actions that result in injury to others, or actions that are harassing or threatening to others. This liability extends to actions occurring anywhere on the St. Andrew's properties whether inside the buildings or on the grounds. It is expressly understood that St. Andrew's will not be liable for said actions or any damages resulting therefrom.