



Prince of Peace

LUTHERAN CHURCH

GUIDELINES FOR GROUPS DESIRING THE USE OF CHURCH FACILITIES

The Prince of Peace Parish Administrator is responsible for scheduling space for all activities and meetings at the church. Any internal group / team or external organization desiring to use space in the church building must begin the room reservation process via the online reservation form at popluther.org/room-reservation. If you have any questions, please contact the Parish Administrator during normal office hours (8:30 a.m. – 12:30 p.m., Monday thru Thursday) at 683-4244 or via email to office@popluther.org.

Any organization desiring to use the church facilities must be non-profit, and the organization's activities should include some form of community outreach. The activities of the requesting group / organization cannot interfere with normal church activities.

Requests for repetitive use of the church facilities can also be made via the online reservation form. Thirty days advance notice is desired. All other requests are to be considered at the staff's discretion. Rooms are assigned to groups based on the size of a group and the activity and on a first come - first served basis. Activities may be scheduled normally between the hours of 8:00 a.m. and 8:00 p.m. Recurring room reservations must be renewed yearly.

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).

Please make a note of the following when utilizing the church space.

1. Clean all tabletops, if tables are used. Leave room as clean as you found it.
2. Please be careful not to spill soda, coffee, etc., on the carpeting.
3. Close all windows and doors and turn off lights of the room(s) used.
4. Please report to the church office any damage done. The organization will be responsible for any damage to the building or its contents.
5. Parents must be responsible for the children that they bring.
6. The parking spaces marked "Handicapped," and "Visitor" are to be used only as indicated.
7. Please ask for permission before moving tables and/or chairs from one room to another. If tables and/or chairs have been moved, please return them to the original arrangement posted on the wall of each room so that the building will be ready for congregational needs. Failure to leave the facilities in appropriate condition will be cause for discontinuation of the use of the facilities.

8. Please do not change thermostat settings without prior approval.
9. The church has only limited janitorial service. Trash cans should be emptied into the trash bins found in the kitchen. If bins are full or if there is food waste, trash must be placed INSIDE the outside dumpster in the south parking lot. Leftover food should NOT be left at the church; please take it home or dispose of it in the trash.
10. 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 countertops wiped off at the end of the event.
11. A fee may be charged to cover cleaning expenses.
12. There will be **no smoking or use of alcoholic beverages** on the church property.
13. The sanctuary may not be used unless special permission is granted.
14. Please be considerate of other groups meeting in the building. Hallways must be kept clear.
15. Any other special requests may be directed to the Parish Administrator.