

## BEAUTIFUL SAVIOR LUTHERAN CHURCH

### Use of Church Facilities Guidelines

This Policy will be administered by the Administrative Assistant.

The facilities of Beautiful Savior Lutheran Church are intended for the use of the members and affiliated organizations. However, since the terms under which the congregation engages its employees, such as the custodian, do not include the duties involved in any special use of the church, welcome center, youth center or the kitchen, the following guidelines have been adopted.

Requests for reservations for the use of any of the facilities at BSLC are made to the church office, c/o Jan Rickabus, Administrative Assistant.

The congregation reserves the right to limit the use of its facilities by individual members or groups which conflicts with previously scheduled church activities.

### THE MASTER CALENDAR OF FACILITIES RESERVATIONS

The Master Calendar is located in the church office. **BEFORE** you set a date for a meeting (any size), program, etc., please check with the church office to see if facilities are available for your date (2480646-5041.) **MAKE RESERVATIONS FOR FACILITIES USAGE - Calendar reservations are made on a first come, first served basis.** Please give name and phone number of the contact person and also add your signature to the form you are completing. **PLEASE SIGN YOUR NAMES TO EVERYTHING HANDED IN TO JAN RICKABUS, ADMINISTRATIVE ASSISTANT.**

If there is a change in plans, please let the administrative assistant know as soon as possible, so the facility you reserved can be freed for use by others.

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### MEETING OR EVENT SET-UP

Contact the church office for necessary set-ups at 248-646-5041. Arrangements for custodian help for large events must be made through the office. For non-member events, a facilities fee is required.

### AFTER MEETING OR EVENT

When no custodian is needed, carefully return tables, chairs, etc., to the areas in which you found them. Turn off lights, shut and lock windows and doors, turn off air conditioning/heat (if applicable.) Set the alarm code in the sanctuary hallway with #2. **THE RESPONSIBILITY IS YOURS.**

## USE OF FACILITIES - RECEPTIONS AND MEETINGS

1. **Members** can use the rooms / halls at BSLC by a request to the church office, indicating the purpose, the number of people expected and the set-up needs (tables, chairs, etc.)
  - A. \* Use of the kitchen and equipment should meet our guidelines.
  - B. Members may use our facilities free of charge **except** for custodial fees. Custodial fees are based on a three (3) hour usage of the facility. Custodial presence **after** three hours is \$15/hour. Custodian will set up and take down. Member is responsible for obtaining keys from the office to unlock and close the facility.

Fees for the custodial help (3 hours) are:

\$35 for small groups (under 25)

\$60 for average groups (25-75)

\$100 for large groups (over 75)

2. **Non-Members** who want to use the rooms / halls at BSLC can make a written request to the church office, c/o Jan Rickabus Administrative Assistant for the approval. The purpose is to be for non-profit and/or community support.
  - A. \* Use of kitchen and equipment should meet our guidelines.
  - B. A **free will offering** for the use is given to the general fund of BSLC.

**A custodial fee will also be charged.** Custodial fees are based on a three (3) hour usage of the facility. Custodial presence **after** three hours is \$20/hour. Custodian will set up and take down and will generally open and close the facility.

Fees for custodial help (3 hours) are:

\$50 for small groups (under 25)

\$125 for average groups (25-75)

\$175 for large groups (over 75)

### \* **Members and Non-Members**

See Use of the Kitchen and Welcome Center for further information.

## **BUILDING USAGE BY OUTSIDE GROUPS**

- A. We will work with groups that connect to us with ministry needs.
  - 1. Groups that will use the facility who are compatible with our Mission, Vision, Values and Core Beliefs. (Gamblers Anonymous, Celebrate Recovery, etc.)
  - 2. Community Groups can use our facility on a one-time basis if room is available. We will ask for a free-will gift. We must have a single contact.
  - 3. Groups that want to use the facility on a weekly or monthly basis: The group must not conflict with any present usage or anticipated usage. They will pay a free-will offering or we will establish a set fee. We will especially try to work with groups that have members in the group. They will be our contact.
- B. We do not rent our kitchen to any group who is going to prepare food for resale.
- C. We do not give the use of our facility to any group that could jeopardize our tax status (i.e. political group).
- D. Using the Council Guidelines, the Administrative Assistant in consultation with the staff, will schedule, rent and allow usage of the building. Any variations of the above will be brought by the pastor back to the council for clarification of the policy.
- E. A custodial fee will be charged in certain situations.

Submitted 2/18/07

**Interior Furnishings and Sales Policy**  
**As of 09-16-02 meeting**

The church council approved the following guidelines that will be put into effect immediately.

**A) Items to be sold in our Welcome Center:**

- 1 We will sell all items in the Welcome Center.  
(Tickets, Wreaths, Crafts, etc.)**
- 2 The location is by the wall just east of the elevator and just south of the door to the storage area.**
- 3 A table can be supplied to hold the items and or information.**
- 4 Every group is responsible for keeping their portion neat and organized.**
- 5 Please contact the staff person in charge of Fellowship to make arrangements for space to sell you items.**

**B) The Fellowship team is responsible for approving any furniture, pictures, permanent decorations, etc... to our Church. Please be sure to get pre approved before making any purchases.**

**C) The Church office will have or be given a key for all locks in the building so there is access to every room and every closet.**

**(See Fellowship)**

## USE OF THE KITCHEN AND WELCOME CENTER (Revised Approved 4/16/07)

### Introduction

- Any use of the kitchen and Welcome Center must be scheduled and approved through the church office/Administrative Assistant to ensure availability.
- The Administrative Assistant will send a letter (see attached example) outlining any cost, set up and facilities usage to: The person responsible for the reservation, WINGS kitchen Chairperson, Custodian, staff person in charge of fellowship and Pastor.
- If a Kitchen Representative is needed the Administrative Assistant will direct the person reserving the kitchen to the appropriate Kitchen Representative.
- Kitchen Representatives are members that are trained in the use of Kitchen equipment and procedures.
- **Church Sponsored Events** include all fellowship, staff, youth, ELC, seminars and education activities. Church Sponsored events do not include baptisms, weddings, receptions, parties or other similar uses by members or non-members, these are considered **Family events**
- No kitchen equipment or linens (accept for cleaning purposes) may be removed from the Church.

### Church Sponsored Events

- Written table and chair set up must be given to the Administrative Assistant one week prior to the event. The Administrative Assistant will then give written instructions to the Custodian.
- The Custodian will set up for your event.
- If items such as linens, dishes, dish washer and other appliances are being used please notify the Administrative Assistant prior to your event and work with the Kitchen Rep. to insure proper usage. Appliance usage instruction will be provided by the Kitchen Rep.
- Follow all posted instructions.
- Clean the kitchen; please follow the attached list of kitchen procedures.
  - Wipe counters
  - Wash, dry and properly store all used equipment and utensils. Follow all labels to be sure things are returned to the correct location.
  - Clean out all sinks, run garbage disposals.
- Remove all left-over food. Due to space limitations food may NOT be stored in the freezer or refrigerator unless there is prior approval from the Administrative Assistant for a specific use. If approved for storage, mark items for that specific use and date all items. Unmarked food will be disposed of.
- Take home and clean and then return all kitchen dish towels. (not linens)
- After an event please provide the staff person in charge of fellowship with a written list of items used so that supplies may be re-ordered. The staff person in

charge of fellowship will relay the list to a Kitchen Rep. in charge of ordering replacement supplies.

- If a Kitchen Rep. is needed at your event there is no charge for Church Sponsored Events.
- A Kitchen representative is not needed for Church Sponsored Events if only using:
  - Ice
  - Water
  - Stove
  - Oven
  - Sink
  - Refrigerator
  - Coffee Pots
- Linens must be cleaned and replaced. It is the responsibility of the reserving member to insure proper cleaning and return of any used linens within 48 hours unless otherwise specified in the event letter.
- The person reserving the kitchen will be held responsible for the condition of the facilities after an event. The Custodian shall review the kitchen on a daily basis and report any issues to the Administrative Assistant. The Administrative Assistant will contact the responsible person.

## **Family Events**

### **Coffee Only Family Events**

- Written table and chair set up must be given to the Administrative Assistant one week prior to the event. The Administrative Assistant will then give written instructions to the Custodian.
- The Custodian will set up for your event.
- A church Kitchen Representative will not be on-site during “Coffee only” events unless hired.
- If hired, a Church Staff member will be on the premises to open and lock the church for your event if it is not during scheduled hours of operation.
- Coffee pots must be cleaned and properly stored after the event. Garbage must be bagged and taken to the dumpster if full.
- The person reserving the kitchen will be held responsible for the condition of the facilities after an event. The Custodian shall review the kitchen on a daily basis and report any issues to the Administrative Assistant. The Administrative Assistant will contact the responsible person.
- Groups and individuals must supply their own paper products, coffee, sugar, tea bags etc.

## **Catered Family Events**

### **(Outside caterers and events catered by Church Representatives)**

- Table and chair set up must be given to the Administrative Assistant one week prior to the event.
- The Custodian will set up for your event.
- A minimum of two church Kitchen Representatives must be on-site during your event to assist with the usage of appliances, pantry, dishes, etc. The fee is \$50 for each necessary Kitchen Rep. The number of required Kitchen Rep's. will be determined by a Kitchen Rep. and is based on the size of your event. The money collected goes to WINGS Kitchen account for replenishment of supplies and equipment. The Administrative Assistant will collect all fees through the office.
- Table linens are available and may be used for a fee of \$3.00 per table. The Kitchen Rep. is responsible for the care of the linens. This fee is paid through the Church office to WINGS.
- Additional fees will be listed on the reservation letter and collected through the Church office. There is a free-will offering for the use of any facilities.
- If you desire a Kitchen Rep. to prepare and serve a reception, fees are charged to cover the cost of food. Menu and food options are to be worked out between the Kitchen Representative and the reserving party.

Women in God's Service and other groups at Beautiful Savior Lutheran Church are happy to assist you with your event needs. Our Kitchen Representatives are available to assist you in the preparation of food, to answer any questions in regard to the kitchen, and to ensure a successful event.

Example of event letter

(Date)

(Name and address of person making the reservation)

Dear Mr. Smith:

I have approved and scheduled your upcoming event and according to our records, your fees are as follows:

<u>Service used</u>	<u>Fee</u>	<u>Person responsible Name</u>
2 Kitchen Rep.'s	100.00	Sue Ankeny
Custodian	50.00	Sheryl Banwarth
Set up and cleanup fee per hour	(25.00)	Sheryl Banwarth
Estimated at 4 hours	100.00	
<b>Total fees</b>	<b>250.00</b>	

A gift for the use of the facility is left to your discretion.

*The kitchen and Welcome Center will be available to you at (time available). Your event is scheduled for (time and date of the scheduled event.)*

Please make your check out to Beautiful Savior Lutheran Church (or BSLC). Deliver the check to the church office three days prior to the event. Please read and follow the attached policy regarding the use of the Kitchen and Welcome Center. Thank you for your cooperation.

Janice Rickabus  
Administrative Assistant

### **MEMBER BORROWING OF PROPERTY FOR PERSONAL USE**

1. Tables and chairs are available only to church members based on availability and the discretion of the church office, (secretary.)
2. Anyone borrowing equipment must arrange it through the church office and they must complete the requisition form available in the office before removing the equipment.
3. Return table and chairs within 48 hours to pick-up location at pre-arranged time.
4. Suggested donation:
  - \$10/chairs (maximum 70) payable to BSLC
  - \$20/tables (maximum 7) payable to BSLC
5. Oblong tables are stored in the garage. Round tables are NOT available for rental.
6. Two people are to carry the tables.
7. The custodian will select tables and chairs to be loaned.
8. No tables are to be taken from inside the building.
9. No other equipment is to be borrowed.

### **MEMBER BORROWING OF TENT FOR PERSONAL USE**

1. Available only to church members based on availability.
2. Anyone borrowing the tent must arrange the pick-up time and return time through the church office. **Make arrangements no later than two (2) weeks before the event.** They are to leave their name and the purpose/location of the tent's use.
  - A. Returned within 48 hours to pick-up location at pre-arranged time.
  - B. \$50 donation, payable to Brotherhood
  - C. Tent is to be completely dry before folding up the same way as when it was picked up.
3. Diagram for assembling the tent are available from the church office or the Property Committee.
4. Tent size is 20' by 30'.

**SAMPLE REQUISITION FORM**

**REQUISITION FOR USE OF:  
TABLE, CHAIRS OR TENT BORROWING**

TODAY'S DATE \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

Date to be picked up: \_\_\_\_\_

Date to be returned: \_\_\_\_\_

Number of tables: \_\_\_\_\_

Number of chairs: \_\_\_\_\_

Tent: \_\_\_\_\_

Please be sure to read the attached "Use of Facilities"

Suggested Donation: \_\_\_\_\_

Approval: \_\_\_\_\_

## GENERAL INFORMATION

<u>MAILBOX</u>	For each organization, staff member, and council member is in the office adjacent to the main church office. Your mail will be in the mailbox <b>above</b> your committee name. Please check your mailbox.
<u>KEYS</u>	Keys are available in the church office for special usage of facilities. The keys will be signed out through Jan in the church office and they must be returned to the office promptly (the first day after usage that the office is open.) Past Council Members...please turn your keys in to Jan Rickabus, Administrative Assistant.
<u>ALARM</u>	To set the alarm to leave the church, you punch in #2. You will be given a code to disarm the system. Contact the church office if you need a code.
<u>MONTHLY NEWSLETTER ITEMS</u>	These are due in the Narthex News Mailbox by the <b><u>2<sup>nd</sup> Sunday of the month, by 12 noon.</u></b> Submit items in written/typed form as you wish it to be printed. They may require editing because of limited space. Place your articles (and disk, if available) in the Newsletter Box or email to the Narthex News at <a href="mailto:BSLCnarthexnews@comcast.net">BSLCnarthexnews@comcast.net</a>
<u>WEEKLY NEWS &amp; NOTES ITEMS</u>	News items are due in the church office by <b><u>12 Noon on Tuesday.</u></b> Any flyers/inserts for the bulletins must go through the church office and be given by email ( <a href="mailto:bslcoffice@comcast.net">bslcoffice@comcast.net</a> ) or disk, so that editing is possible. (One week's notice for flyers/inserts)
<u>OFFICE HOURS</u>	The church office is open from <b><u>8 am to 4 pm,</u></b> Monday through Friday.
<u>TAX EXEMPT LETTERS</u>	are available to BSLC organizations/groups to use when purchasing food, supplies, etc., without paying taxes on purchases. Additional letters are available from the church office.
<u>CHECKS</u>	are written and mailed weekly. Requisitions are available in the church office for reimbursement of necessary expenses. Council members are responsible for approval of all checks for their accounts. Copies of invoices charged to your respective account are put in your mailboxes.
<u>PROGRAMS</u>	for suggestions for speakers/films, contact church office.

## PUBLICITY

The church NEWSLETTER and the Sunday NEWS & NOTES offer excellent means for publicizing activities. These are described plus other means that are available.

1. **Narthex News** - Deadline: 2<sup>nd</sup> Sunday of the month by 12:00 noon. Type or print article, double spaced, as you would like it to appear. Be sure to include all pertinent information, including dates, times, full names, complete addresses, directions, phone numbers, etc. Please include your name and a daytime phone number. If possible, please provide information on a disk or e mail message.
2. **News & Notes** must be received by Tuesday noon to appear in Sunday's bulletin.
3. **Announcements** as part of the church service need to be planned by Tuesday of the week with Pastor Hemke or Jan Rickabus, Administrative Assistant.
4. **Organizational Bulletin Board (Main Hall)** - All posters, sign-up sheets, etc. should be brought to the church office for posting. Posting of bulletin board items is done through the office.
5. **Community and general announcements** can be posted on the bulletin board by the South entrance. Business cards of members are placed there. Bring what is to be posted to the church office for posting.
6. **Free-Standing Display Board** located in the main hallway. Organizations may request use of these for displaying advertising posters concerning upcoming events.
7. **Bulletin Inserts and/or Advertisement Flyers** - Arrangements must be made by consulting with the church office and must work with the bulletin format. One week's notice required - FIRST COME, FIRST SERVED BASIS (by priority.) Send by email at [BSCLOffice@comcast.net](mailto:BSCLOffice@comcast.net) or on disk.
8. **Newspapers** - News releases are printed on space-available basis. Most papers require two to three week lead time. Turn your article in to the Communication Director's mailbox for mailing on letterhead (allow 3"). Use the following format:  
Date  
Contact person (include daytime phone number)  
For immediate and continuing release (or specify date)  
  
Body of the article should be double spaced with the most pertinent information first, so that the editing can be done from the bottom.  
We are also able to FAX News Releases to some papers. Submit your article and we will FAX from the office.

9. **Direct Mail** - Throughout the year we use direct mail pieces. Plan six months ahead and share some of our ideas or programs for our Direct Mail.
10. **Web Page** - A web site has been developed: *www.BSLC.Lutheran.com*. Turn requests into the Communication Director's mailbox.
11. **E-Mail** - Each staff person has an e-mail address. They are shown each week on the back bulletin page.

Jan Rickabus/Office [BSLCOffice@comcast.net](mailto:BSLCOffice@comcast.net)

Pastor Hemke [REVPEH@comcast.net](mailto:REVPEH@comcast.net)

Julie Ford [BSLCmusic@comcast.net](mailto:BSLCmusic@comcast.net)

Claudia Karpinkas [BSLCyouth@comcast.net](mailto:BSLCyouth@comcast.net)

Betty Smith [BSLCvolunteers@comcast.net](mailto:BSLCvolunteers@comcast.net)

Karen Barnhart [BSLCnarthexnews@comcast.net](mailto:BSLCnarthexnews@comcast.net)  
<mailto:BSLCvolunteers@comcast.net>

12. **Church Main Phone Number:** 248-646-5041

**FAX number** 248-646-5386

## CHURCH SIGN

**Submit specifications to the church office for city approval six (6) weeks prior to your need.**

Beautiful Savior utilizes one "A-frame" sign to promote church activities for the surrounding community. Signs may promote worship services, events and activities which occur on an annual basis (i.e. Christmas services, Advent services, Lenten services, Bazaar, Vacation Bible School, etc).

The A-Frame sign is professionally prepared, and all orders must be received through the church office.

Signs will be put out for display by the Custodian.

- Dimensions and Color:     4 feet by 4 feet  
                                    Leave a 2 inch border all around the sign  
                                    Dark brown letters on Beige background  
                                    (Best for view from Adams Road)
- Cost:                             \$120 per sign. (Two signs must be prepared for A-Frame)  
                                    Total: \$120-\$200
- Company:                      Currently signs are ordered from Aardvark Signs:  
                                    248-582-7446
- Time:                            Order your signs at least one month in advance.

4'  
Leave 2" Border

4'                      Leave 2" Border                      4'

Leave 2" Border  
4'